



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://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
RFP #17-0093
SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO)
COMMUNITY SERVICE CAPACITY DEVELOPMENT

October 31, 2017

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Community Service Capacity Development. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than 1:45pm CST November 21, 2017.

All contact concerning this solicitation shall be made through the Division of Purchasing. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Kristen McGovern
Senior Buyer

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I. 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. 68, 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 proposer 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.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 514,000 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 2,500 persons, and hosts or 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 Developmental Disability Organization (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. Specifically, the SCDDO acts as a central point of application and information, manages local and state funding, maintains a network of IDD service providers and monitors services for quality assurance. Ensuring adequate service capacity for the approximately 1,400 individuals receiving IDD services is challenging. Based on capacity analyses and feedback from providers, issues with recruiting and retaining staff are the major factor impeding growth within the IDD service system. SCDDO is allocating up to \$240,000 specifically targeted to workforce issues for providers of IDD services.

SCDDO is seeking proposals from affiliated IDD service providers for projects designed to address issues related to recruiting and maintaining qualified direct support staff. Upon completion of the project the provider 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. Specifically, proposals are sought for projects as identified below:

- Utilization of technology to safely but efficiently extend staff;
- Development of an employee engagement project designed to create embeddedness and improve retention of good employees (see "Rethinking Retention in Good Times and Bad" by Richard P. Finnegan).

This grant will provide matching funds for projects designed to address critical workforce issues, as described above. Providers submitting proposals for funding are required to demonstrate their own investments of funds in the proposed project with SCDDO funding up to 60% of the project. The required 40% agency match can be met through agency funds or other grant dollars; however, SCDDO grant funds may not be used to supplant existing resources. The amount awarded is the maximum compensation allowable for the proposed project; if the final cost for the project comes in

significantly more than estimated, no additional funds shall be available unless a formal contract amendment has been approved. Conversely, SCDDO grant funds are capped at 60% of the total; therefore, if the final project cost is significantly less than the original budget then total grant funds were be reduced to not exceed the maximum 60% of the project cost.

Each proposal shall be limited to one project. An applicant may propose more than one project but awards will be limited to no more than two per organization. The projects should be designed to show efficacy at addressing the identified workforce issue and be replicable relatively easily by other provider organizations.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Community Service Capacity Development related to workforce issues. The following objectives have been identified for this contract.

The selection process for funding will be based on responses to this Request for Proposal and any interviews required to verify the ability of a proposer to provide services in response to this document. A committee will evaluate each agency's response as determined by meeting the following criteria:

1. Meeting all Request for Proposal conditions, requirements and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing comprehensive and understandable budget information for funds required for successful completion of the proposed project(s). The budget should include all project funding sources, including any revenue from other sources. The budget should be attached as Appendix A.
3. Projects with the most advantageous cost/benefit ratio to the County.

IV. 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) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kristen McGovern
Senior Buyer
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, November 21, 2017. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal 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. CST, on the due date. No information other than the respondent’s name will be disclosed at bid opening.

V. Scope of Work

1. MANDATORY REQUIREMENTS

The County requires the most thorough and professional services available. The following requirements are listed to assist proposers in understanding the objectives and in submitting a thorough response. All proposals must speak to their ability to meet the following requirements. Any proposals that do not satisfactorily meet the mandatory requirements will not be considered for funding. The successful proposer shall:

1.1 Applicants are limited to agencies affiliated with the SCDDO to provide services to individuals with intellectual and/or developmental disabilities in Sedgwick County.

1.2 Applicants must fund at least 40% of the proposed project.

1.3 Agree to abide by the terms and conditions of any Federal/State/County contract provisions and guidelines.

1.4 Have the capability of entering into a written agreement with the County, setting forth the specific terms and conditions with which the proposer must comply.

1.5 Assure the County that grant funds will not be used to supplant existing resources. Funding is intended to provide additional resources to address difficult workforce issues, not to duplicate or replace funding already allocated for that purpose.

1.7 Ensure regular status reports are provided documenting progress on meeting project goals; at the end of the project, provide a summary presentation to the SCDDO provider network on the project and how it can be replicated.

1.8 Appropriately fill out the Proposal Response Form, following the directions and ensuring the **narrative (which includes the sections on current project type, project description and management plan) is no longer than five pages with at least one inch margins and font no smaller than 12 pt.**

2. SPECIFIC PROGRAM COMPONENTS

All proposals must speak to the agency's ability to meet the following desired criteria. Responses must reflect in detail the degree to which they can be provided (address both in the narrative and on the check-off sheet). The ability to provide these components will factor heavily in determining award(s).

Applicant agencies should:

Demonstrate knowledge and experience in serving individuals with IDD and understanding of the workforce issues affecting the industry.

VI. Sedgwick County's Responsibilities

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- Conduct final inspection and approve payment.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 5:00 p.m. CST Tuesday, November 7, 2017. 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/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFP number by 5:00 p.m. CST, Wednesday, November 9, 2017. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Proposers shall:

1. Demonstrate knowledge and experience providing services to individuals with intellectual and/or developmental disabilities and difficulties related to obtaining and maintaining qualified staff to provide these services.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
Project Design	20
Funding Strategy	20
Program Schedule	20
Vendor Qualifications	20
Proposal Organization	20
Total Points	100

Any final negotiations for services, terms and conditions will be based, in part, on the firm's method of providing the service and the fee schedule achieved through discussions and agreement with the county's review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. 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.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	November 1, 2017
Questions and clarifications submitted in writing by 5:00 p.m. CST	November 7, 2017
Addendum Issued	November 9, 2017
Sealed Proposal due before 1:45pm CST	November 21, 2017
Evaluation Period	November 22 – December 6, 2017
Board of Bids and Contracts Recommendation	December 7, 2017
Board of County Commission Award	December 13, 2017

E. [Contract Period and Payment Terms](#)

A formal contractual agreement will be finalized prior to commencement of services. A contractual period will commence December 1, 2017, preceded by the County Commission's approval of the recommended proposal(s), for a 12-month period or less depending on project timeline. Payment will be made in a single upfront payment based on project budget. The contractual period shall not begin until after the County has secured a state tax clearance certificate and any other required legal documents required for this type of service (e.g. - bonds, insurance certificates, etc.). This or a similar selection process must be repeated should grant funds continue for future years past the initial timeframe. All contracts are contingent on final approval of budgeted funds by the Sedgwick County Commission annually.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor 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 prior to award of contract.** 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 **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor 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:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Professional Liability	
If required	

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, 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 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 provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain 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.

I. Proposal Conditions

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VIII. Required Response Content

THE PROPOSAL SUBMISSION MUST BE ORGANIZED IN THE FOLLOWING FORMAT AND INFORMATION SEQUENCE

1. **Proposal Response Form:** This form is the required first page for proposal submittals. This page should be completely and accurately completed. Those responses that do not include all required forms/items may be deemed non responsive.
2. **Cost Information - (Un-allowed costs include fundraising and depreciation):** State the total amount requested for the project, meeting ALL Mandatory Requirements, Specific Program Components, and Conditions listed in this Request for Proposal:
3. **Project Title:** State the proposed project title.
4. **Narrative:** The following information (items 4. A through 4. C) must be presented and shall be no longer than five (5) pages with margins no less than one inch and font no smaller than 12 point (not including appendices). Only five (5) pages of narrative will be reviewed. Please be concise and reference sources as required.

A. Project Type: Indicate specifically which project is being proposed.

- I. Utilization of technology to safely but efficiently extend staff
- II. Development of an employee engagement project designed to create embeddedness and improve retention of good employees (see “Rethinking Retention in Good Times and Bad” by Richard P. Finnegan).

B. Project Description:

- I. Describe your proposed project, its goals and reason for selecting this project.
- II. Discuss the workforce issues your agency has experienced and how the proposed project could help address the issues.
- III. Proposals for utilization of technology should discuss how client safety and privacy rights will be maintained to include:
 - a) How the use of technology will connect to the client’s person centered support plan;
 - b) Discuss how the technology will extend staff and not be used solely for supervision of staff working at the site;
 - c) Discuss how clients will be informed of the use of the technology and its purpose; and,
 - d) How the project will meet the state requirements as outlined in the attached guidance on electronic monitoring (Attachment A).
- IV. Proposals for employee engagement projects should include a discussion of your organization’s unique *glue*, as outlined in “Rethinking Retention in Good Times and Bad,” the identification process for the *glue* and how the project will enhance those embeddedness factors exclusive to your organization.
- V. Discuss how the project will be designed to allow other agencies to replicate the project with organization specific modifications as appropriate.
- VI. Describe how success will be quantified for the proposed project. Will a control group model be used or cost comparisons?

C. Management Plan:

- I. Describe the management plan for implementation of the proposed project.

- II. Discuss the project budget, including basis for estimating costs and controls in place to limit cost overruns.

6. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.

7. Staff Members: List the names of the staff members who will be available for work on the contract, including a listing of their work experience.

8. Experience: Describe the firm's relevant experience, notably experience working with government agencies.

9. References: At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years.

10. Interest Disclosure: A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or County staff.

11. County Staff Assistance: Describe the type of assistance that will be sought from County staff, including assistance required from the County to lessen the costs of this project.

12. Insurance: Provide proof of insurance meeting minimum insurance requirements as designated herein.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #17-0093**

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

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 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.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____
Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____
Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__ African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__ Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__ Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__ Asian Pacific-Woman Owned (60) __ Subcontinent Asian-Woman Owned (65) __ Hispanic Woman Owned (70)

__ Native American-Woman Owned (75) __ Other – Woman Owned (80) – Please specify _____

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

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ 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 proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____