



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 #18-0044

SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO)
ASSESSMENT OF TRANSPORTATION SYSTEM CAPACITY FOR SERVING INDIVIDUALS WITH
INTELLECTUAL AND/OR DEVELOPMENTAL DISABILITIES (IDD)

June 7, 2018

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to conduct a study on the transportation system capacity for serving individuals with IDD in Sedgwick County. 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 Tuesday, July 17, 2018 CDT.

A pre-proposal meeting has been scheduled for Friday June 15, 2018, at 10:30 a.m. at 615 N. Main (SCDDO Building). If unavailable to attend in person, interested parties can participate via the phone at 316-660-7929 Attendance, either in person or via phone, is strongly recommended.

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,

A handwritten signature in black ink, appearing to read "Britt Rosencutter".

Britt Rosencutter
Buyer

BR/fy

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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. There are a total of 21 municipalities within Sedgwick County, Wichita being the largest with a population of over 380,000. 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. Access to affordable transportation has a significant impact on the ability of an individual with IDD to achieve independence, employment and community integration. A few years ago Wichita Transit made changes to the funding of Americans with Disabilities Act (ADA) para-transit services. The changes resulted in termination of funding to several IDD provider agencies that had contracted with Wichita Transit to provide these services. SCDDO is interested in an assessment of the current transportation service system and identifying any existing gaps in access to transportation resulting from an inability to meet the unique needs of individuals with IDD. The assessment should include a deeper understanding of the unique challenges related to transportation that individuals with IDD experience; and, identify existing barriers that may impact the ability of individuals with IDD to live according to their preferred lifestyle. The successful proposal will include an understanding of the issue from the perspective of individuals with IDD, guardians, community service providers and other relevant stakeholders.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to conduct an assessment of the transportation system in Sedgwick County and its capacity to adequately meet the needs of individuals with IDD. The transportation system assessment should include all communities in Sedgwick County. Successful proposers should utilize existing research on the transit system as appropriate and may have access to IDD system-level data from the SCDDO (no individually identifiable or protected health information will be shared).

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:**

Britt Rosencutter
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, JULY 17 2018**. 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. CDT, on the due date. No information other than the respondent’s name will be disclosed at bid opening.

V. Scope of Work

The assessment of transportation system capacity for serving individuals with IDD shall be comprehensive and include all communities within the geographic boundaries of Sedgwick County, Kansas. It should be designed to identify existing conditions of the transportation network, relevant demographics and socioeconomics related to individuals with IDD and their transportation needs. Gaps and demand for service shall be identified by conducting community outreach to include opportunities for relevant parties to review and provide input on different elements of the assessment. The assessment shall look to identify partnership opportunities, future transportation alternatives and strategies for implementation and funding as it relates to serving individuals with IDD.

Specifically the assessment should include the following:

- 1) Stakeholder Involvement – The successful proposal will include involvement of individuals with IDD, guardians, family members, community service providers and other relevant stakeholders. The purpose of the input is to gather information on transit need and demand, gaps in access, origin to destination information, willingness to use public transit and other useful information.
- 2) Current Conditions Assessment – The assessment shall evaluate current transportation options available to individuals with IDD. Data to be considered include population, socioeconomic, demographic and other pertinent data necessary to determine how well current transportation options serve individuals with IDD.

3) IDD Master Transportation Plan to include:

- a. Identification of issues, opportunities and constraints to inform development of a long-term vision to create a reliable and useful transportation system for individuals with IDD. The transportation system should address the specific and unique needs of those living with IDD. Issue identification should include recommendations and alternatives with color rendered illustrative plans that would be easily consumed by individuals with IDD and their families.
 - b. Development of funding and implementation strategies that form an actionable plan identifying a prioritization of projects, strategies, available funding opportunities and timing.
- 4) Analysis of Alternatives - Based on stakeholder input and the conditions assessment, the successful proposal shall identify alternatives for addressing gaps or deficits in the current transportation services and supports available to individuals with IDD

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:

- 5.1 Agree to abide by the terms and conditions of any Federal/State/County contract provisions and guidelines.
- 5.2 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.
- 5.3 Assure the County that funds will not be used to supplant existing resources. Funding is not intended to duplicate or replace funding already allocated for the same purpose.
- 5.5 Appropriately fill out the Proposal Response Form, following the directions.

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 Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 p.m. CDT Monday, June 18, 2018. 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. CDT, Wednesday, June 20, 2018. 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:

- 6.1 Demonstrate knowledge and experience in conducting system assessments to include a list of projects with similar size, scope, type and complexity.
- 6.2 Have an understanding of industry standards and best practices.
- 6.3 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.
- 6.3 Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
- 6.4 Provide project supervision (as required) and quality control procedures.
- 6.5 Have appropriate material, equipment and labor to perform specified services.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP 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:

- 6.6 Meeting all Request for Proposal conditions, requirements and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
- 6.7 Design demonstrates best method to meet the goals of the project within the most reasonable timeframe.
- 6.8 Provide names and contact information for a minimum of three (3) client references for projects similar in size and scope.
- 6.9 Provide comprehensive and understandable budget information for funds required for successful completion of the proposed project(s). The budget should be attached as Appendix A.
- 6.10 Projects with the most advantageous cost/benefit ratio to the County.

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
Proposal Organization and Comprehensiveness	20
Project Design	20
Program Schedule	20
Vendor Qualifications	20
Funding Strategy	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	June 7, 2018
Pre-proposal meeting	June 15, 2018
Questions and clarifications submitted in writing by 5:00 p.m. CDT	June 18, 2018
Addendum Issued	June 20, 2018
Sealed Proposal due before 1:45pm CDT	July 17, 2018
Evaluation Period	July 18 to July 23, 2018
Board of Bids and Contracts Recommendation	August 2, 2018
Board of County Commission Award	August 8, 2018

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

A formal contractual agreement will be finalized prior to commencement of services. A contractual period will commence, preceded by the County Commission's approval of the recommended proposal(s), for a 12-month period or less depending on project timeline. Payment based on project budget will be made in two payments, no more than 50% at initiation and the remaining final payment due upon completion. 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.). 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. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of 3 years past completion of the project. 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/ Errors & Omissions Insurance:	
___ Required/ <u>X</u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$2,000,000.00

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

A. PROPOSAL RESPONSE FORM should be the first page of the proposal so the firm name and contact information are clearly visible (copy included in this RFP document but an electronic copy can be provided upon request).

Cost Information - (Un-allowed costs include fundraising and depreciation).

State the total amount requested for the project, meeting ALL Mandatory Requirements and Conditions listed in this Request for Proposal:

B. NARRATIVE

B.1. Project Description:

- a) Describe process to be used to assess the current transportation service system in Sedgwick County, including a detailed list of tasks and any tools or survey instruments to be used. The narrative should specifically address the key assessment components of stakeholder involvement, current conditions assessment, development of an IDD master transportation plan and analysis of alternatives as listed in the scope of work section of this document.
- b) Discuss how gaps in access to meaningful transportation for individuals with intellectual/developmental disabilities (IDD) will be identified.
- c) Provide a statement about the proposer's background, experience and list of projects with similar size, scope, type and complexity.

B.2. Management Plan:

- a) Describe the management plan for the proposed assessment to include a list of the staff proposed to be responsible for the work and their relevant experience conducting other assessments (resumes should be attached in Appendix B).
- b) Include an implementation timeline and discuss milestones for development of the project.

C. MISCELLANEOUS AGENCY INFORMATION:

Provide the following information about the proposer:

1. Date established: _____
2. Provide information about any current relevant litigation in which you are a defendant.

D. APPENDICES

1. Appendix A: Budget
2. Appendix B: Resumes of Principal Staff
3. Appendix C: List of References

IX. Response Form

REQUEST FOR PROPOSAL

#18-0044

SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO) ASSESSMENT OF TRANSPORTATION SYSTEM CAPACITY FOR SERVING INDIVIDUALS WITH INTELLECTUAL AND/OR DEVELOPMENTAL DISABILITIES (IDD).

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 _____

#18-0044

Sedgwick County....Working for You