



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT
*Purchasing Department***

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR PROPOSAL
RFP #23-0011
POST-MORTEM FORENSIC TOXICOLOGY TESTING SERVICES**

February 2, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking firm(s) to provide Post-Mortem Forensic Toxicology Testing Services. 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 1:45 pm CDT, Tuesday, February 28, 2023.

All contact concerning this solicitation shall be made through the Purchasing Department. Bidders 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 Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

**Britt Rosencutter
Purchasing Agent**

BR/ks

Table of Contents

- I. [About this Document](#)
- II. [Background](#)
- III. [Project Objectives](#)
- IV. [Submittals](#)
- V. [Scope of Work](#)
- VI. [Sedgwick County's Responsibilities](#)
- VII. [Proposal Terms](#)
 - A. [Questions and Contact Information](#)
 - B. [Minimum Firm Qualifications](#)
 - C. [Evaluation Criteria](#)
 - D. [Request for Proposal Timeline](#)
 - E. [Contract Period and Payment Terms](#)
 - F. [Insurance Requirements](#)
 - G. [Indemnification](#)
 - H. [Confidential Matters and Data Ownership](#)
 - I. [Proposal Conditions](#)
- VIII. [Required Response Content](#)
- IX. [Response Form](#)

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 Regional Forensic Science Center (RFSC), a division within the Sedgwick County Department of Public Safety, houses the Office of the District Coroner and Forensic Science Laboratories. The Office of the District Coroner provides pathology services which include forensic autopsies and medicolegal death investigations. As mandated by law, the District Coroner has the responsibility for investigating deaths within Sedgwick County that occurred violently, under unlawful means, when in apparent health, in a suspicious or unusual manner, in police custody, or when the determination of the cause of death is held to be in the public interest. The primary goal of investigation and the post-mortem examination is to determine cause and manner of death in order to generate a death certificate. The RFSC provides autopsy and associated post-mortem toxicology services to surrounding counties on a fee-for-service basis. Medical Investigations operate 24 hours a day, 7 days a week and serve as the District Coroner's front line for all aspects of the death investigation. In 2021, RFSC field over 4100 reports of death, and attend over 600 scenes. Including cases submitted to RFSC for post-mortem examination by counties throughout the south-central region of Kansas, 1194 autopsies, partial autopsies, external examinations, and records were conducted Center in 2021. The Pathology Division has been accredited by the National Association of Medical Examiners (NAME) since 2001.

The RFSC has received multiple grant awards for the purpose of conducting comprehensive post-mortem toxicology and other expanded panel testing necessary for the proper certification of cause/manner of death. The RFSC is equipped with an ANAB accredited Toxicology Laboratory capable of the testing, but is seeking assistance with post-mortem testing in order to expedite case results, increase the mean turn-around time, and reduce the existing laboratory backlog. Toxicology screening, confirmation, and quantitation is required for volatiles, prescription and over-the-counter drugs, and drugs of abuse to include synthetic drugs and novel emerging substances. Electrolyte, carbon monoxide, and other testing may also be required. Funding is expected to provide testing of approximately 450-500 cases through August, 2025. RFSC will make every reasonable attempt to only request testing of cases determined to have a low likelihood of requiring court testimony.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Post-Mortem Forensic Toxicology Testing Services. The following objectives have been identified for this contract:

1. Acquire post-mortem forensic toxicology testing services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor(s) that has the best proven “track-record” in performance, service and customer satisfaction.
3. Acquire testing services with the most advantageous overall cost 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, please email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, FEBRUARY 28, 2023**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CST on the due date. No information other than the respondent’s name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

V. Scope of Work

Items listed in this section are requirements for completion of services under this contract. Contractor shall furnish labor, parts, material, and equipment necessary to provide comprehensive post-mortem forensic toxicology testing services meeting the quality and test specifications set forth herein.

A. *Accreditation and Qualifications:*

- Accredited by the American Board of Forensic Toxicologists (ABFT), and/or ISO/IEC 17025:2017 ANSI National Accreditation Board (ANAB) Forensic Testing & Calibration AR 3125:2019 accreditation, with preference given to providers with ISO accreditation.
- Chief Toxicologist(s) possessing formal training and relevant experience in forensic post-mortem toxicology testing, holding a doctoral degree from an accredited institution, and certified by the America Board of Forensic Toxicology (ABFT) or certified in toxicological chemistry by the American Board of Clinical Chemistry (ABCC) or equivalent.
- Adequate staffing, equipment, instrumentation, and laboratory space to manage the proposed caseload.
- Appropriate storage and handling of chemicals and reagents used for testing; disposal of unused and/or expired reagents in accordance with federal regulations.
- Training manuals and records for all technical staff involved in testing of biological specimens.
- Curriculum vitae on file for all technical staff involved in testing of biological specimens.
- In the business of providing post-mortem forensic toxicology testing services for at least 10 years.
- Participation in external proficiency testing applicable to the services requested herein.
- Possess valid permits, licenses, and professional certifications and credentials required to provide the services requested herein.

- Initiate and maintain chain-of-custody procedures that comply with the applicable state and federal laws as well as best practice in the forensic toxicology testing industry.
- Actively monitor quality assurance, execute appropriate corrective action whenever necessary and provide RFSC access to documents related to corrective actions involving any systemic issues or RFSC case-specific issues.

B. *Testing requirements:*

- Provide testing of approximately 450-500 cases through August, 2025 with emphasis on cases determined to have a low likelihood of requiring court testimony.
- Complete 90% of cases within 60 days of case submission.
- Provide a separate report for each subject tested, to include subject name, agency, agency case number, specimen description, chain of custody information, testing conducted, test results, certification of test result statement, analyst signature, date of test and/or test report.
- Must provide routine testing of all ethanol and other volatiles, major drugs of abuse, major acidic drugs, major basic drugs, carbon monoxide, and offer vitreous chemistry (electrolyte) analysis. The ability to test for NPS is preferred.
- Must have the ability to test blood, urine, bile, vitreous, gastric content, and other tissues (liver, brain, etc.) for the presence and absence of drugs.
- Testing shall be performed according to written standard operating procedures.
- Peripheral blood shall be prioritized for quantitative studies if peripheral blood is exhausted. Testing shall be performed using the earliest specimen collected from subject whether ante-mortem or post-mortem unless otherwise required.

C. *Retention of records and specimens:*

- Ability to preserve and make available to county any applicable casework documents, records, and files; this includes, but is not limited to, bench notes, training records, calibration, maintenance, chain of custody, evidence testing, and quality documents.
- Administrative staff capable of timely response to records requests and orders.
- Retention of records involving testing and business transactions for a period of five (5) years from the expiration of termination of this agreement.
- Records concerning matters of litigation shall be kept for one (1) year following termination of litigation, including appeals if the litigation exceeds five (5) years.
- Provide, at no additional itemized cost, proper collection vials, tubes, and other supplies required for packaging and mailing of biologicals.
- Provide, at no additional itemized cost, shipping labels or equivalent materials to facilitate specimen transport to the test laboratory.
- Preserve specimens tested for one (1) year from first report, with extended storage available upon case-specific request.
- Specimens must be maintained under refrigerated temperature in temporary storage until the completion of the final testing, and is preferred for the duration of the specimen retention period.

D. *Consultation, testimony, billing:*

- Provide informal consultation services upon request of the RFSC Chief Toxicologist, Toxicology Laboratory Manager, Forensic Pathologists, or their designee(s).
- Must coordinate case-associated travel and direct bill the requesting agent of the court for costs involving travel, accommodations, per diem, and court testimony.
- Provide invoicing at regular monthly intervals (or more frequent) for services rendered.

- Generate invoicing for each case in its entirety upon completion of all required testing, to include timestamp (report date, date of evidence receipt, etc.), test description, RFSC case number reference, and subject name. Multiple cases may be included on a single invoice.
- Generate invoicing that includes unique invoice number, billing point of contact and clear documentation of amount due.
- Utilize a computerized information management system equipped with appropriate security features that effectively prevent unauthorized access or release of information, or modification of data.
- Must have controlled access to RFSC data repositories to prevent unauthorized access.
- Notify RFSC within 24 hours, in writing, of any actual breach of data security to include date/time breach was discovered, root cause analysis, corrective action taken, and preventative measures underway.
- Store data in a manner that is likely to be available or recovered in the event of disaster.
- Have the ability to monitor and track case metrics, to include turn-around time and overdue toxicology reports. Preference may be given to laboratories able to track and report specified drug detection frequency (e.g. number of cases involving fentanyl).

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.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

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 pm CST, Thursday, February 9, 2023. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by 5:00 pm CST, Tuesday, February 14, 2023. 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. Have a minimum of 10 years' experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
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.
4. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
5. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.

C. Evaluation Criteria

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

Component	Points
a. Project Approach – Does the feasibility of the firm’s proposal indicate they will provide all requirements set forth by the scope of work? Has the vendor demonstrated the ability to manage similar projects and that resources are available to meet the needs of this project? Will the testing approach be similar to current practices such that Pathologists are provided all required test information upon receipt of the report(s)?	25
b. Personnel, Staffing, and Accreditation– Does the vendor meet or exceed standards set forth for the Chief Toxicologist? Is the vendor adequately staffed with qualified scientists? Have the scientists completed a documented training program? Does the vendor hold the preferred level of accreditation?	20
c. Quality of work – Does the vendor have proven performance history with the county or other Medical Examiner’s Offices in the region?	20
d. Responsiveness – Was all requested information provided and did follow-up inquiries receive timely response?	10
e. Cost – How does cost compare for fully interrogated cases (e.g. testing of blood for drugs and volatiles, quantification of drugs in blood, volatiles in vitreous, and analyte confirmation of drugs of abuse in urine)?	25
Total Points	100

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. \$38,000.00 divided by \$50,000.00 =.76 .76*10 7.6 points
- B. \$38,000.00 divided by \$38,000.00 =1.00 1.00*10 10 points
- C. \$38,000.00 divided by \$49,000.00= .77 .77*10 7.7 points

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 Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	February 2, 2023
Questions and clarifications submitted in writing by 5:00 pm CST	February 9, 2023
Addendum Issued by 5:00 pm CST	February 14, 2023
Sealed Proposal due before 1:45 pm CST	February 28, 2023
Evaluation Period	March 1 through March 10
Board of Bids and Contracts Recommendation	March 16, 2023
Board of County Commission Award	March 22, 2023

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

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue through December 31, 2023, with the right to renew the contract annually (January 1 – December 31) under the same terms and conditions or any contract resulting from this proposal for pricing mutually agreed upon by both parties.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. County has dedicated approximately \$172,000 for the completion of this project. However, 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

https://www.sedgwickcounty.org/media/39239/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 three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, 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.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<u> X </u> Required / ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<u> X </u> Required / ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<u> X </u> Required / ___ Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, 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](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

VIII. Required Response Content

All proposal submissions shall include the following:

1. 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.
2. The firm's relevant experience, notably experience working with government agencies.
3. 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 (3) years.
4. 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.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Provide the following documentation:
 - a) Curriculum vitae of Chief Toxicologist(s) and other key staff (supervisory and technical).
 - b) Average turn-around time metrics for comprehensive post-mortem testing (including number of cases sampled, and test panels that were included).
 - c) Accreditation certificates and scope of accreditation(s).
 - d) Standard operating procedures for evidence handling and storage, to include long-term storage climate conditions.
 - e) Training manual(s) or training checklists/memos from key analytical staff.
 - f) Test report template or redacted test report.
 - g) Sample invoice (template or redacted).
 - h) Point of contact for at least three (3) medical examiner's offices, for which similar services are provided, that would be willing to provide a service reference.
 - i) Provide a NEPA checklist.
8. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #23-0011**

POST-MORTEM FORENSIC TOXICOLOGY TESTING SERVICES

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 _____

COMPANY 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

DUNS NUMBER: _____ SAM NUMBER: _____

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 RFB/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 _____