



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

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

ADDENDUM #4
RFP #23-0040
PREVENTION / EARLY INTERVENTION SERVICES
CY 2024 – 2026

September 25, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Prevention/Early Intervention Services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. **Appendix G was inadvertently left off of the original RFP document. Please find it included with this addendum. Due to this oversight we are extending the submission date to October 3, 2023 for this proposal. If you have already submitted a physical copy of your proposal, please email this completed appendix to Britt Rosencutter at Britt.Rosencutter@sedgwick.gov and/or purchasing@sedgwick.gov.**

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm October 3, 2023**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”

Sincerely,

Britt Rosencutter
Purchasing Agent

BR/ks

Appendix G
Check-Off Sheet

The check-off sheet is designed to insure completeness of your proposal. Check-off sheet MUST be included with your proposal.

	Yes	No	If no, explain	Proposal Page #
Proposal Content (see RFP)				
Proposal response form				
Cost Information				
Narrative				
Statement of Need				
Management Plan				
Outcomes				
Misc. agency information				
Appendices (see RFP)				
Budget				
Job descriptions				
Letters of support				
Audit				
Tax clearance certificate & licenses				
Outcomes				
Check-off sheet				

Mandatory Requirements (see RFP)				
Abide by terms & conditions				
Enter written agreement				
Audit				
Non-supplant of existing funds				
Submit reports				
Include outcomes				
Response form compliance				
Risk factors addressed				
Specific Program Components (see RFP)				
Knowledge & experience				
Culturally proficient				
Risk assessment & target population				
Collaborative efforts				
Youth Competencies				