



**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 #23-0085

**PEER-LED SCHOOLS YOUTH NAVIGATOR STIPENDS FOR HARM REDUCTION AND OVERDOSE
PREVENTION EDUCATION AMONG YOUTH AGES 15-25 AS PART OF THE OD2A: LOCAL GRANT**

December 12, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide youth navigators in peer-led schools organizations to deliver education on harm reduction and overdose prevention in middle and high schools and colleges and in places where those age groups congregate. 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 CST, TUESDAY, FEBRUARY 20, 2024.**

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

Sincerely,

Joseph Thomas

Joseph Thomas
Purchasing Director

JT/ks

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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. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs about 2,500 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.

Sedgwick County has a total population of 523,828 as of 2021. A majority of this population (395,699) live in Wichita, the largest city in Kansas. The Sedgwick County Health Department (SCHD) serves all within the county, providing services related to immunizations, family planning, disease investigation, data analysis, and supporting pregnant women and those with young children, among other services.

Sedgwick County opioid deaths have increased over time. Local data shows an increase in opioid-associated deaths from 28 in 2018 to 90 in 2020. Drug-associated deaths have increased from 28 deaths in 2000 to 153 deaths in 2020. County resident-associated deaths are most closely tied to opioids. Opioid-related emergency room visits in Sedgwick County amounted to almost twice as much as the state of Kansas as a whole in 2021.

Overdose affects individuals, families, and communities, and there is an urgent need to support overdose prevention at the local level. SCHD has been awarded [the Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities](#) (OD2A: LOCAL) (OD2A) federal cooperative agreement. This funding supports jurisdictions in collecting high quality, comprehensive, and timely data on nonfatal and fatal overdoses and in using those data to inform prevention and response efforts. OD2A focuses on understanding and tracking the complex and changing nature of the drug overdose epidemic and highlights the need for seamless integration of data into prevention strategies. OD2A funding focuses on opioids, stimulants, and polysubstance use involving opioids and/or stimulants. OD2A funds collaborative efforts on linkage to care, training of medical providers and the community, harm reduction, and increased data monitoring.

Some OD2A activities require the SCHD to contract with other organizations for the duration of the grant period which begins September 1, 2023 and ends August 31, 2028. Funding is provided by the Centers for Disease Control and Prevention (CDC) yearly as grant deliverables are met and funding is available.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to fund youth navigators to provide education on harm reduction and overdose prevention under OD2A: LOCAL grant in middle and high schools and colleges and in places where those age groups congregate. The following objectives have been identified for this contract:

1. Acquire harm reduction and overdose prevention education services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven performance, service and customer satisfaction
3. Acquire 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 with an electronic response, the RFP number must be entered in the subject line and email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. 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:

Joseph Thomas
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, FEBRUARY 20, 2024.** 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 2:15 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 proposals are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm.**

V. Scope of Work

The OD2A: LOCAL grant and overdose prevention requires a multifactor, community-wide, data-driven approach. The funding helps build a community infrastructure of overdose surveillance, harm reduction, recovery, and care in Sedgwick County. Addressing disparities is an overarching goal. Activities must be culturally-relevant to those disproportionately affected by overdose and historically underserved. For the OD2A: LOCAL funding, Sedgwick County Health Department (SCHD) focuses on the following people: Black African Americans, people ages 15-25, people who are unhoused and veterans. Part of the grant requires integrating harm reduction strategies and principles and reducing health inequities related to overdose by closing gaps in access to care and services. activities, including harm reduction education and naloxone distribution. Overarching OD2A education outcomes are to increase treatment entry, reduce drug use frequency and high-risk drug use practices, and improve the overall health of people who use drugs (PWUD), with a focus on reducing overdose.

This Request for Proposal (RFP) outlines one of the SCHD activities within the OD2A: LOCAL grant. The RFP will identify one firm or firms that can hire, train and provide hourly stipends for youth navigators in peer-led schools organizations who will provide harm reduction and overdose prevention education to people ages 15-25. The Navigators will work in middle and high schools and colleges and in places where those age groups congregate. Funding would allow the peer-led work to continue Fight Fentanyl messaging, one-on-one interactions, and creating presentations such as town halls with people with lived experience. This funding will enhance the capacity for organizations who are currently doing this work in areas of Wichita with high risk for overdose and populations who are unhoused. Vendors will provide data to SCHD for analysis.

**Table A. Peer-Led Schools Youth Navigator Stipend Funding per Grant Year
(Subject to change based on budget variations year to year.)**

	Year 1 (09/01/2023 – 08/31/2024)	Year 2 (09/01/2024 – 08/31/2025)	Year 3 (09/01/2025 – 08/31/2026)	Year 4 (09/01/2026 – 08/31/2027)	Year 5 (09/01/2027 – 08/31/2028)
Peer-Led Schools Youth Navigator	\$11,710	\$4,800	\$2,400	\$1,200	\$1,200

Specific Activities

Vendor must communicate with SCHD at least monthly on all activities under this contract. Proposer must meet the parameters, conditions and mandatory requirements as outlined below. Funding for each year may vary, will be monitored by SCHD, and will have a do not exceed annual amount. SCHD will perform quarterly site visits to ensure deliverables are accomplished. The site visit report is found in Reference 1 OD2A Peer-led Schools Youth Navigator Stipends Quarterly Report. Payment for services can be invoiced monthly. Properly submitted invoices and/or billing statements will be paid within thirty (30) calendar days of receipt by County. Funding can be withheld if deliverables are not met.

Proposer must meet the parameters, conditions and mandatory requirements for harm reduction and overdose education as outlined below and in Reference 1.

1. Vendor must:

- a. Hire navigators to provide harm reduction and overdose prevention education and outreach to people ages 15-25.
 - i. All navigators hired by the vendor must be ages 15 – 25.
 - ii. The suggested number of navigators funded by this grant is as follows: Year 1 = 5; Year 2 = 2; Years 3, 4 and 5 = 1.
 - iii. The suggested estimate of funds per month per Navigator is \$180 per month. This is 9 hours per month for \$20 per hour. For Years 4 and 5, Navigator hours are estimated at 5 hours per month.
 - iv. The minimum amount of funds necessary should be used for program implementation and sustainability.
- b. Train navigators within one week of hire or before first education event after hire. Train them to provide individual and group education on harm reduction and overdose prevention and to perform outreach to people ages 15-25 in need of care and services for substance use disorder (SUD).
- c. For group trainings by Navigators:
 - i. Provide harm reduction and overdose prevention education to groups that are predominately (at least more than 50% of the audience) ages 15-25. To the trainings, invite people who identify as Black African American, people who are unhoused and/or veterans.
 - ii. Provide trainings in middle and high schools and colleges and in places where people ages 15-25 congregate.
 - iii. Include people with lived experiences in at least 25% of trainings over the grant period. Lived experience is individuals who self-identify as having experienced substance use conditions and their family members.
 - At least one training must include a presenter or panel member with lived experience.
 - At least one training must be reviewed by a person with lived experience prior to training occurring.
 - People with lived experience must be invited to at least one training.
 - iv. At the trainings, provide materials related to the trainings such as handouts and administer post presentation surveys to assess training effectiveness.

- v. Provide certificate of attendance to attendees.
- vi. Track number of trainings and attendee information and report to SCHD within 5 business days after training.
- vii. At least monthly, provide data to SCHD on number of trainings and effectiveness of harm reduction group education.
- d. For informal individual education and outreach to people in need of care and services for SUD by Navigators:
 - i. Provide harm reduction and overdose education and outreach to individuals at events
 - ii. At least monthly, provide data to SCHD on events, number of workers, number of people spoken to, and other data as jointly decided by vendor and SCHD.

In conjunction with SCHD, vendor must:

- a. Meet with SCHD quarterly to:
 - a. Identify locations to provide harm reduction and overdose prevention group and individual education and outreach
 - b. Locations must serve people ages 15-25 and can serve historically underserved populations, including people who identify as Black or African American, people who are unhoused, and veterans
 - c. Plan activities and marketing for next quarter
- b. For group trainings:
 - a. Develop and coordinate group trainings that adhere to best practices. At least half of the trainings per year must be in-person.
 - i. Year 1: Provide at least 12 in-person or virtual trainings
 - ii. Year 2: Provide at least 10 in-person or virtual trainings
 - iii. Years 3-5: Provide at least 6 in-person or virtual trainings
 - b. Schedule group trainings and identify training locations.
 - c. Record virtual trainings
 - d. Develop marketing materials and promote group trainings at least one month before the training.
 - e. Provide post-education evaluation and 30-day follow up surveys to attendees in group trainings as follows.
 - i. In post-education evaluation, include at least two knowledge-based questions and at least two presenter-based questions.
 - ii. In 30-day follow up survey, include at least one question about how the training or the materials given at the training have been used in the past 30 days.
- c. Prior to contract award, proposer and SCHD will discuss and determine ownership of intellectual property created during the contract (Refer to Section IX. Proposal Terms – H. Confidential Matters and Data Ownership.)
- d. Complete and submit monthly timesheets. Only hours worked will be paid out.
 - a. Example: In Year 1, a Navigator is estimated to work 9 hours in October. The Navigator’s timesheet shows they actually worked 6 hours. The vendor will be paid for the Navigator’s 6 hours of work.
 - b. One Navigator can work no more than 960 hours per year.
 - c. Working hours will be monitored and reported back quarterly to the vendor.

VI. Outcomes

- a. Meet V. Scope of Work and Reference 1. Quarterly Report
- b. Community increase harm reduction and overdose prevention knowledge
- c. Increased entry to care/services among people ages 15-25 with SUD
- d. Decreased illicit opioid and stimulant use, including co-use with other substances, and decreased prevalence of OUD and SUD among people ages 15-25.
- e. Overarching OD2A education outcomes are to increase treatment entry, reduce drug use frequency and high-risk drug use practices, and improve the overall health of people who use drugs (PWUD), with a focus on reducing overdose.

VII. Project Deliverables

- a. Monthly - Vendor must communicate with SCHD at least monthly on all activities under this contract.
- b. Monthly - Provide data to SCHD as per Scope of Work, including post presentation survey data.
- c. Quarterly– Meet with SCHD to identify locations, plan activities and marketing for education activities
- d. Within one week of hire or before first educational event after hire – train navigators
- e. Prior to group trainings – Develop, schedule, and promote trainings.
- f. During the group trainings – Education evaluation, provide class materials.
- g. After the Trainings – 30-day survey, report trainings and attendee information to SCHD, provide certificate of attendance to attendees.

VIII. 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.

IX. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Joseph Thomas at Joseph.Thomas@sedgwick.gov by **5:00 pm CST, January 17, 2024**. 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, January 31, 2024**. 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 developed and implemented harm reduction and overdose prevention education similar to the parameters, conditions and mandatory requirements specified in this RFP.
2. Have an understanding of harm reduction and overdose prevention standards and best practices.
3. Have experience in harm reduction and overdose prevention education 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)
8. Have quality assurance procedures to ensure timely, accurate, and efficient data collection regarding harm reduction and overdose prevention education.
9. Have appropriate material, equipment and labor to perform specified services.
10. Have capacity and equipment (e.g., computers, phones, and servers) to transmit data to SCHD.

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
a. Responses to XIII. Operational Form	30
b. Ability to meet or exceed Scope of Work (XII. Scope of Work Check List)	20
c. Qualifications and Expertise (XIV. Qualifications and Expertise Form)	25
d. References	10
e. Pricing* and XV. Budget Narrative	10
f. Completed proposal (all documents required were received)	5
Total Points	100

***Pricing examples**

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	December 12, 2023
Questions and clarifications submitted via email by 5:00 pm CST	January 17, 2024
Addendum Issued by 5:00 pm CST	January 31, 2024
Proposal due before 1:45 pm CST	February 20, 2024
Evaluation Period	February 21 – March 15, 2024
Board of Bids and Contracts Recommendation	March 28, 2024
Board of County Commission Award	April 13, 2024

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 for a period of August 31, 2028.

County 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

<https://www.sedgwickcounty.org/media/55477/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	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> 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.

IF CONTRACTOR IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, contractor shall also provide the following:

Builder's Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, contractor, and all Subcontractors shall be included as named insured's.
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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/>

X. 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. 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.
3. Respond to XI (Response Form), XII (Scope of Work Check List), XIII (Operational Form), XIV (Qualifications and Expertise Form), and XV (Budget Narrative) in Proposal. Reference 1 is informational only.
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. Those responses that do not include all required forms/items may be deemed non-responsive.

XI. Response Form

**REQUEST FOR PROPOSAL
RFP # 23-0085**

PEER-LED SCHOOLS YOUTH NAVIGATOR STIPENDS FOR HARM REDUCTION AND OVERDOSE PREVENTION EDUCATION AMONG YOUTH AGES 15-25 AS PART OF THE OD2A:LOCAL GRANT

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

UEI (UNIQUE ENTITY IDENTIFIER) 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 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 _____

XII. Scope of Work Checklist

Proposer must respond with their capacity to perform the items below. Depending on the scopes of work submitted, multiple vendors may receive an award to ensure all activities are accomplished.

ITEM NUMBER	SCOPE OF WORK ITEM or MINIMUM QUALIFICATIONS	PROPOSER RESPONSE <i>Respond "Yes" if able to perform the checklist item. Respond "No" if NOT able to perform checklist item. If "No," please describe.</i>
1.	Hire part time navigators as per V. Scope of Work	
2.	Train navigators to provide individual and group education on harm reduction and overdose prevention and perform outreach to people in need of car and SUD services.	
3.	Navigators provide group education on harm reduction and overdose prevention. At least half of the trainings each year must be in-person. Record virtual trainings. Year 1: Provide at least 12 in-person or virtual trainings; Year 2: Provide at least 10 in-person or virtual trainings; Years 3-5: Provide at least 6 in-person or virtual trainings.	
4.	For group trainings by Navigators: <ul style="list-style-type: none"> - Develop and provide harm reduction and overdose prevention education to groups that are predominately (at least more than 50% of the audience) made up of people ages 15-25. - Provide trainings in middle and high schools and colleges and in places where people aged 15-25 congregate. - To the trainings, invite people who identify as Black African American, people who are unhoused and/or veterans. - At the trainings, provide materials related to the trainings such as handouts - Provide certificate of attendance to attendees - Track number of trainings and attendee information and report to SCHD within 5 business days after training - In conjunction with SCHD, schedule trainings and identify training locations; develop marketing materials and promote group trainings at least one month before the training; administer post presentation surveys to assess training effectiveness - At least monthly, provide data to SCHD on number of trainings and effectiveness of harm reduction and overdose prevention group education. 	
5.	Include people with lived experiences in at least 25% of trainings over the grant period. Lived experience is individuals who self-identify as	

	<p>having experienced substance use conditions and their family members.</p> <ul style="list-style-type: none"> - At least one training must include a presenter or panel member with lived experience. - At least one training must be reviewed by a person with lived experience prior to training occurring. - People with lived experience must be invited to at least one training. 	
6.	Navigators provide outreach and informal individual education (one-on-one) on harm reduction and overdose prevention.	
7.	Meet with SCHD quarterly to identify locations provide group education and plan activities and marketing for the next quarter.	
8.	Complete and submit monthly timesheets	
9.	Have understanding of harm reduction and overdose prevention standards and best practices.	
10.	Have knowledge of and comply with all currently applicable laws.	
11.	Have capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.	
12.	Have appropriate material, equipment and labor to perform specified services.	
13.	Have capacity and equipment to transmit data to Sedgwick County Health Department (SCHD).	

XIII. Operational Form

Proposer must answer all questions as completely as possible.

Pages must be double-spaced with 11-point Times New Roman font and have one-inch margins.

1. In eight pages or less, describe how proposer's firm would accomplish activities in Scope of Work Section V, including a description of internal project supervision, the plan to hire Navigators who are 15-25 years old, how to include people with lived experience in the development of and implementation of the trainings, and a description of a plan to promote and host the trainings.

2. Describe quality assurance procedures to ensure timely, accurate, and effective trainings. Include the review process for presentations and surveys; process for meeting project timelines; process for updating presentations according to new guidelines; and process for ensuring technology equipment is functioning properly. If needed, proposer may attach current written processes in the format of the proposer organization. There is no page limit for question 2.

XIV. Qualifications and Expertise Form

Proposer must answer all questions as completely as possible.

Pages must be double-spaced with 11-point Times New Roman font and have one-inch margins.

1. In four pages or less, describe examples of trainings your organization has coordinated and developed similar to the parameters, conditions and mandatory requirements listed previously in V. Scope of Work Section. Provide a flyer and training material examples, if available.

2. In two pages or less, describe your organization's previous work with municipal and county governments.

XV. Budget Narrative

Proposer is to complete below or re-create a similar Budget Narrative for the work to be performed under this RFP.

- The suggested number of navigators funded by this grant is as follows: Year 1 = 5; Year 2 = 2; Years 3, 4 and 5 = 1.
- The suggested estimate of funds per month per Navigator is \$180 per month. This is 9 hours per month for \$20 per hour. For Years 4 and 5, Navigator hours are estimated at 5 hours per month.
- The minimum amount of funds necessary should be used for program implementation and sustainability.

Table A. Peer-Led Schools Youth Navigator Stipend Funding per Grant Year
(Subject to change based on budget variations year to year.)

	Year 1 (09/01/2023 – 08/31/2024)	Year 2 (09/01/2024 – 08/31/2025)	Year 3 (09/01/2025 – 08/31/2026)	Year 4 (09/01/2026 – 08/31/2027)	Year 5 (09/01/2027 – 08/31/2028)
OD2A Not to Exceed	\$11,710	\$4,800	\$2,400	\$1,200	\$1,200
Totals from Budget Narrative Below					

PERSONNEL

Position Title	Rate	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5

OTHER (Please explain)

Category	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5

INDIRECT/OVERHEAD

Category	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
Indirect/overhead					

Narrative Explanation:

Reference 1. [Example of OD2A Peer-led Schools Youth Navigator Stipends Quarterly Report Grant Year 1 Example](#)

Scope of Work Objectives:	Goal	Q1	Q2	Q3	Q4
E1. Hire and retain part-time navigators as per V. Scope of Work. The number of Navigators funded by this grant is as follows: Year 1 = 5; Year 2 = 2; Years 3-5 = 1. Explain if less than 5 PT Navigators.	5 (Year 1)				
E1a. Navigators must be ages 15-25. (goal: 100% per year)	100% (annually)				
E2. Train Navigators to provide individual and group education on harm reduction and overdose prevention and perform outreach to people in need of care and SUD services. (Goal: within one week of hire or before education event after hire)	Training within timeframe for all hires				
E3. Group Education:					
E3a. Navigators provide group education on harm reduction and overdose prevention. (Goal: Year 1: Provide at least 12 in-person or virtual trainings; Year 2: Provide at least 10 in-person or virtual trainings; Years 3-5: Provide at least 6 in-person or virtual trainings)	12 (per year)				
E3b. Each group training includes at least half of attendees who are people ages 15-25. (goal: 50% of attendees per year)	50% of attendees (per year)				
E3c. At least 50% of the trainings are in-person (goal: 50% per year)	50% (per year)				
E3d. Each virtual group training is recorded and provided to SCHD. (goal: 100% per year)	100% (per year)				
E3e. People who are Black African American, unhoused and/or veterans are invited to trainings (goal: 25% of trainings)	25% (per year)				
E3f. All trainings are in middle and high schools and colleges and in places where people aged 15-25 congregate (goal: 100% of places)	100% of places (per year)				
E3g. People with lived experience participate in trainings (goal: 25% of trainings over the grant period): - At least one training must include a presenter or panel member with lived experience. - At least one training must be reviewed by a person with lived experience prior to training occurring. - People with lived experience must be invited to at least one training.	25% of trainings (over the grant period)				
E3h. At the trainings, provide materials related to the trainings such as handouts. (goal: 100% of trainings)	100% (per year)				
E3i. Provide certificate of attendance to each attendee (goal: 100% for each training)	100% (per year)				
E3j. Report number of attendees and their information per training (goal: 120 attendees per year)	120 (per year)				
E3k. In conjunction with SCHD, develop marketing materials and promote group trainings at least one month before each training (goal: 100% of trainings per year)	100% (per year)				
E3l. Administer post-education evaluation for each training (goal: obtain 80 evaluations)	80 (per year)				

E3m. Administer 30-day follow up surveys (goal: obtain 40 completed surveys)	40 (per year)				
E3n. Report number of trainings and attendee information within 5 business days after training (goal: 1-5 business days)	1-5 business days				
E3o. Provide data to SCHD at least monthly on number of trainings and effectiveness of harm reduction and naloxone use group education.	12 (per year)				
E4. Individual education and outreach:					
E4a. Provide outreach, harm reduction and overdose education to individuals at events. (goal: 100% of events attended)	100% (per year)				
E4di. Report number of attendees provided outreach or education (goal: 5 people per Navigator per event)	5 people per Navigator (per event)				
E5. Meet with SCHD quarterly to identify locations to provide individual and group education and also to plan activities and marketing for the next quarter.	4 (per year)				
E6. Report harm reduction and overdose prevention education effectiveness of individual consults and group presentations	Report numbers				
T1. Provide monthly Navigator timesheets documenting hours worked (goal: by 15 th of each month)	By 15 th of each month				
T2. Navigators work 9 hours per month (goal: 9 hours x 5 Navigators per month)	45 hours (per month)				

Narrative and reports on all findings:

Grant Outcomes - goals to be defined during contracting process

G1. Increase in knowledge among community members in harm reduction, naloxone use, and overdose prevention.					
G2. Increase in entry to care/services among people ages 15-25 with SUD					
G3. Decreased illicit opioid and stimulant use, including co-use with other substances and decreased prevalence of opioid use disorder and SUD among people ages 15-25					

Narrative of data for grant outcomes: