



DIVISION OF FINANCE – PURCHASING DEPARTMENT

100 N. Broadway St, Suite 610 Wichita, KS 67202 • Phone (316) 660-7255 • Fax (316) 660-1839

PURCHASING@SEDGWICK.GOV • SEDGWICKCOUNTY.ORG

REQUEST FOR PROPOSAL RFP #25-0049 EDUCATIONAL SERVICES FOR THE EVENING REPORTING CENTER

September 5, 2025

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Educational Services for the Evening Reporting Center (ERC). 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, September 30, 2025.

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,


Jaimee O’Laughlin
Purchasing Agent

JO/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 with a population estimated at more than 514,000 persons. It is the 16th 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.

In 2016, Kansas passed the Juvenile Justice Reform Bill, a Bill intended to improve the way in which the state works with and assists the youth served by the juvenile justice system. As part of this reform, the Evidence-Based Programs Fund was developed to provide for reinvestment in community programs and practices. Research that led to the creation of the Bill found that communities lacked evidence-based programs, that services were costly and that, often, lengthy waitlists existed.

In keeping with one of the goals of the initial workgroup, to “improve outcomes for youth, families, and communities in Kansas,” this Request for Proposals from agencies or organizations to utilize funding from the Evidence-based Programs Fund through the Kansas Department of Corrections (KDOC) to provide support for juvenile offenders and their families.

Preference for funding will be given to evidence-based model programs or programs demonstrating a strong research basis showing positive effects reducing participant's risk for future juvenile delinquency. To be considered an evidence-based model program, programs must meet the rigorous research standards as defined by Blueprints for Violence Prevention (refer to <http://www.blueprintsprograms.com/programs>).

Programs other than Blueprint model programs *may* be considered evidence-based if they meet or exceed the level of research the Blueprint model program uses in their determination (see for Blueprint research requirements). Evidence-based practices (such as Motivational Interviewing, Cognitive Social Learning, etc.) are also given preference over unproven methods of intervention.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Educational Services for the Evening Reporting Center (ERC). The following objectives have been identified for this contract:

1. Acquire Educational Services for the ERC meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven “track-record” in performance, service and customer satisfaction.

3. Acquire Educational Services for the ERC with the most advantageous overall cost to the county.
4. Agree to abide by the terms and conditions of any Federal/State/County contract provisions and guidelines.
5. 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.
6. Provide the agency's most recent annual audit, including any single Audit Act Reports that are required of the agency (OMB A-133 or Title 2 Part 200 Uniform Guidance); or, financial statement prepared by a professional accountant or accounting firm if no audit is available.
7. Assure the county that grant funds will not be used to supplant existing resources, including earned income generated from program activities. Prevention grant funding can be used to expand an existing program or to create a new program but may not be used in place of current funding. Additionally, any revenue earned from services funded through a prevention grant must be collected, tracked, reported and used to further the program's service objectives; program revenue may not be reallocated to support other agency goals/services without express written permission.
8. Ensure that quarterly status reports and information is provided documenting, service delivery location(s), progress on meeting goals or risk loss of remaining funds.
9. Identify direct, measurable participant outcomes and methods of measurement (see outcomes under Proposal Content Section below).
10. Appropriately fill out the Proposal Response Form, following the directions and ensuring the **narrative [which includes the statement of problem and community need, use of evidence based practice(s) (EBP), the management plan and outcomes] is no longer than ten pages with at least one inch margins and font no smaller than 12 pt.** The Proposal Response Form should provide complete information on the program. Unrequested information, such as brochures, newspaper articles and videotapes, will not be reviewed or considered as part of the proposal.
11. Evidence Based Program funds are available for any community organization that applies and meets all of the requirements set forth in this RFP. During this RFP, Sedgwick County would like to encourage organizations that could provide services to address youth with weapons related arrests/charges, services for at risk middle school aged youth and substance related/mental health related interventions to consider applying for the Evidence Based program funding.

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:

Jaimee O'Laughlin
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CDT, TUESDAY, September 30, 2025.** 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 CDT 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

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

- A. Provide demonstration of knowledge and experience in providing educational program services, including the capacity to provide classroom education and instructional support for justice system-involved youth ages 11-22 participating at the Evening Report Center (ERC). These services will be provided year-round, M-F 10:30 a.m. – 7:00 p.m. excluding county-designated holidays. Contractors must provide a qualified, Kansas-certified teacher and qualified paraprofessional to maintain a classroom of up to 14 students, with a 7:1 student/teacher ratio.
- B. Understand the program must be consistent with the use of evidence-based program funding (see Background and Objectives above) and utilize approved educational curricula or platform such as Edgenuity or another evidence-based approved platform.
- C. Provide quality control mechanisms for data provision, fidelity of assessment practices and evidence based practices, and outcomes. Quality control and fidelity are key in providing good services.
- D. Demonstrate past or present collaborative efforts, including the capacity to cooperate with partner school district to assure that program participants can earn Kansas educational credits

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 via email to Jaimee O'Laughlin at Jaimee.O'Laughlin@Sedgwick.gov by 5:00 pm CDT, September 12, 2025. 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/current-bids-and-proposals/> under the Documents column associated with this RFP number by 5:00 pm CDT, September 19, 2025. 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 two (2) years' experience in providing services similar to those specified in this RFP.
2. Have an understanding of educational standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.

4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

C. Evaluation Criteria

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

Component	Points
A. Overall Project Plan/Agency Capability to provide service	20
B. Use of Evidence Based Program Curricula/Platform	20
C. Ability to meet specialized educational needs of justice-involved youth	20
D. Ability/experience/capacity to manage classroom behavior	15
E. Relevant Measurable Outcome(s)	15
F. Data Collection Methods	10
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	September 5, 2025
Questions and clarifications submitted via email by 5:00 pm CDT	September 12, 2025
Addendum Issued by 5:00 pm CDT	September 19, 2025
Proposal due before 1:45 pm CDT	September 30, 2025
Evaluation Period	October 1, 2025 – October 22, 2025
Board of Bids and Contracts Recommendation	October 30, 2025
Board of County Commission Award	November 5, 2025

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 ending on June 30th, 2027.

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 ___X___ Required / ___ Not Required Each Claim Aggregate	 \$1,000,000.00 \$1,000,000.00
Professional Liability/ Errors & Omissions Insurance: ___X___ Required / ___ Not Required Each Claim Aggregate	 \$1,000,000.00 \$1,000,000.00
Pollution Liability Insurance: ___ Required / ___X___ Not Required Each Claim Aggregate	 \$1,000,000.00 \$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-tc.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/67402/sample-contract-kws-13024.pdf>

Contract Provisions for FEMA Projects (If Applicable)

<https://www.sedgwickcounty.org/media/67302/sedgwick-county-federal-grant-contract-provisions.pdf>

Suspension and Debarment

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

Protest Procedure

Any protests and/or challenges to the bid process must be filed timely and pursuant to Sedgwick County's protest procedure.

www.sedgwickcounty.org/media/68789/protest-procedure-rev-4225.pdf

VIII. Required Response Content

The information provided in the proposal will be carefully reviewed and used in making a determination; providing specific information on how your organization meets the criteria will assist the reviewers in making a better informed decision. Proposal pages should be numbered, single sided and secured with a single clip or rubber band; proposals should not include staples or binding (this includes audits). Narrative pages must have a margin of at least one inch and font of no smaller than 12 pt. Please be concise and reference sources as required.

PROPOSAL RESPONSE FORM should be the first page of the proposal so the firm name and contact are clearly visible.

- 1) Cost Information (Un-allowed costs include construction and fund raising).
 - a) State the total amount requested to provide the described services in meeting ALL Mandatory Requirements, Specific Program Components and Conditions listed in this Request for Proposal.

A. Management Plan:

1. Describe in detail the specific service your program will provide, including individual characteristics such as required staff credentials and experience. Be very specific as to program details of the service you provide, including staff credentials and describe agency experience/ability to serve the varied educational needs of justice-involved youth.
2. What steps does your organization plan to take to make sure the program offered is of good quality? Answering this question will require detailing staff assignments and experience, internal evaluation, relationships with sources of evidence-based programs, etc. If you have previously offered evidence-based programs, you may want to offer a letter of reference from that organization. Please include a timeline and staffing patterns. If the provider anticipates a gearing-up effort, indicate when the program will be operating at full capacity. Job descriptions of relevant staff should be attached as **Appendix B**.
3. What reviews does the provider intend to conduct internally related to achieving the amount of services provided in accordance with the funding?

B. Vendor Program Questions:

1. What educational curriculum will be utilized and how will educational credits be awarded for youth program participants?
 - How is program accredited?
 - What Kansas school district(s) can participants earn credit(s)?
 - What experience does provider have partnering with area school districts?
2. What credentials and experience will be required for the Teacher and the Paraprofessional to assure that they are equipped to support justice system-involved youth program participants ages 11-22 in a classroom setting?

- How will program staff meet the individual educational needs of students at various ages and grade levels?
 - How will program staff manage behavior in the classroom to create a successful learning environment for all youth program participants, including youth with behavior disorders or specialized educational needs?
3. What technology supports/programs/platforms (such as Edgenuity) will be utilized? Please provide any required access/licensing requirements and costs.
 4. What support services will be available for students who want to earn GED?
 5. What support services will be available for students who already have a diploma or GED?
 6. How will program address staff absences, both scheduled (vacation, PTO, etc.) and unscheduled (sick leave, staff resignation, etc.)

C. Outcomes:

Define measurable outcomes of the proposed program/service and describe how data will be collected and the outcomes will be measured (EX: number of educational plans developed/completed; base school enrollment continued, number of academic units completed, credit acquisition, etc.).

D. Appendices:

1. **Appendix A: Budget Template** (provided) with Budget Narrative (Note: if the program has other funding sources, these sources should be included in the budget. The budget should clearly identify the totality of the program funding and what piece the requested Sedgwick County funds would provide. If the program was funded through Kansas Department of Corrections Evidence Based Practices funds last year, the budget should distinctly identify what any additional funding requested would provide, i.e. increase number served, expand to new site, cost of living increase, etc.).
2. **Appendix B:** Job descriptions and resumes of key staff
3. **Appendix C:** Letters of support (should not be older than three months)
4. **Appendix D:** Copy of Independent Audit or financial statements prepared by certified accountant
5. **Appendix E:** Copy of state certificate of tax clearance (may be obtained online) <http://www.ksrevenue.org/taxclearance.html>), and copies of any licenses, permits, and certificates necessary to provide services in the State of Kansas, if applicable.
6. **Appendix F: Outcomes Template** (provided)
7. **Appendix G: Check off sheet** (provided)
8. **Appendix H: SFY2026-27 JCAB Funds Request Form** (provided) with both the Funding Request Tab and Line Item Narrative tab to be fully completed.
9. **Appendix I: KDOC Budget Instructions** (provided)

All proposal submissions shall include the following Miscellaneous Agency information:

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. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

**REQUEST FOR PROPOSAL
RFP #25-0049
EDUCATIONAL SERVICES FOR THE EVENING REPORTING CENTER**

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 <https://www.sedgwickcounty.org/finance/purchasing/>.

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 _____

REQUEST FOR PROPOSAL
RFP # 25-0049

Consistent with the guidance provided in Section 1 of this Request for Proposal, Sedgwick County is subject to the Kansas Open Records Act (K.S.A. 45-215 *et seq.*). As such, portions, and potentially all, of your proposal may become accessible to the public through records requests even if it is not awarded the contract.

If you are claiming some of the submitted documentation should not be disclosed, indicate the associated information and the basis for such claims of privilege in the spaces below. In the event records requests are submitted for information identified as privileged, proprietary or confidential, Sedgwick County may attempt to coordinate a response and would expect for you to be available to defend your claims in court. Failure to provide information in the spaces below shall constitute a waiver of any claims of violation of privileged, proprietary or confidential information resulting from the production of these records, regardless of other language or claims within your Response.

PRIVILEGE LOG		
Page and/or Section of Information Not Subject to Disclosure	Description of Information that You Claim are Privileged or Confidential. Do not include specific details, but rather categories or general descriptions of the information in question.	Basis for the Claim of Privilege. Please include the Applicable Federal or State Law Cite and Rationale

APPENDIX A
BUDGET SHEET

Name of Organization:			
Name of Program:			
Evidence Based Program Annual Budget			
_____ – 6/30/27			
	ANNUAL COUNTY CONTRACT BUDGET	ANNUAL OTHER CONTRACT BUDGET	TOTAL PROGRAM BUDGET FY 24-25
REVENUE SOURCES			
Total Revenue			
EXPENSES			
Personnel Costs			
Facility Costs			
Program Supplies			
Training / Travel			
Total Expenses			
CERTIFICATION: I certify that to the best of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant agreement.			
Preparer's Name			
Signature of Authorized Official			

APPENDIX F

OUTCOMES TEMPLATE

Sedgwick County Evidence-Based Practices

QUARTERLY OUTCOMES REPORT

_____ Quarter _____ Year

Organization:

Program Name:

Contact Information

Name:

Address:

Phone

Target Population:

(Include age, race/ethnicity, gender, risk level, dosage plan and expected treatment/program length)

Target number to be served annually:

Number served this quarter:

Total number served year to date:

GOAL 1:				
OUTCOME 1:				
MEASUREMENT TOOL:				
<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Year to Date</u>
Number:	Number:	Number:	Number:	Number:
Percentage:	Percentage:	Percentage:	Percentage:	Percentage:
ACTUAL RESULTS				
RESULTS DISCUSSION:				

GOAL 2:				
OUTCOME 2:				
MEASUREMENT TOOL:				
<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Year to Date</u>
Number:	Number:	Number:	Number:	Number:
Percentage:	Percentage:	Percentage:	Percentage:	Percentage:
ACTUAL RESULTS				
RESULTS DISCUSSION:				

GOAL 3:				
OUTCOME 3:				
MEASUREMENT TOOL:				
<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Year to Date</u>
Number:	Number:	Number:	Number:	Number:
Percentage:	Percentage:	Percentage:	Percentage:	Percentage:
ACTUAL RESULTS				
RESULTS DISCUSSION:				

GOAL 4:				
OUTCOME 4:				
MEASUREMENT TOOL:				
<u>1st Quarter</u> Number: Percentage:	<u>2nd Quarter</u> Number: Percentage:	<u>3rd Quarter</u> Number: Percentage:	<u>4th Quarter</u> Number: Percentage:	<u>Year to Date</u> Number: Percentage:
ACTUAL RESULTS				
RESULTS DISCUSSION:				

OUTCOME REPORT SUMMARY:

Please summarize your outcomes and results for the quarter.

FIDELITY ACTIVITIES:

If you are operating an evidence-based program or using an evidence-based practice, please describe those activities, trainings, etc. you, your team, or your agency have participated in this quarter to ensure fidelity to the program model

EXAMPLE:

GOAL 4: <i>Increased knowledge of harm caused by alcohol and substance abuse</i>				
OUTCOME 4: <i>90% of youth will demonstrate an increase in knowledge regarding the harm caused by alcohol and drug abuse, as measured by pre- and post-tests.</i>				
MEASUREMENT TOOL: <i>Pre- and post-tests administered at the first and last sessions of the program, respectively</i>				
<u>1st Quarter</u> Number: 45/50 Percentage: 90%	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Year to Date</u> Number: 45/50 Percentage: 90%
ACTUAL RESULTS				
RESULTS EXPLANATION: <i>While there were, fifty-five children served in the program this quarter, 5 of those students did not complete either the pre- or post-test, precluding them from being counted in the results. Of the remaining 50 students, 45 of those demonstrated an increase in knowledge.</i>				

QUARTER SUMMARY:

Please include any pertinent information regarding any program activities and/or developments that Sedgwick County should know, including program accomplishments, challenges, changes, etc.

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				

APPENDIX H

SFY2026-27 JCAB FUNDS REQUEST FORM

Please follow the link below to access the SFY2026-27 JCAB Funds Request Form

An excel version of this document may also be requested to Jaimee.O'Laughlin@Sedgwick.gov

<https://www.sedgwickcounty.org/media/69869/fy2026-2027-jcab-funds-request-form.pdf>

APPENDIX I

KDOC BUDGET INSTRUCTIONS

Budget Documentation

Supplanting personnel or operations currently funded by sources other than state grant funds is not allowed. Agencies will be required to submit all budget and personnel documentation in the workbook provided. This should be submitted as an Excel document.

General Budget Instructions

This Budget spreadsheet contains Budget Information for: ADULT, RESIDENTIAL, and JUVENILE. Please provide information for the Budgets pertaining to your agency. Budget justifications and allocations will be presented using the budget worksheets. Each Category contains three sections. The first section is a monetary allocation for each line item by program. The second section is a percentage allocation for each line item by program. The second section CANNOT be modified, except for certain criterion which is discussed below. The third section is category comments. Please utilize the comments section to explain how allocations are derived if not done so in the description column.

- Personnel Narrative - Input total salary and monetary allocations by funding source for each employee in the first section of each line item. The second section will auto-populate based on the amounts inputted in the first section. Employer paid deductions is the ONLY criteria allowed to be modified, as the monetary value will automatically populate based on the percentages entered in Column G for each benefit (FICA, KPERS, etc.) and the allocations entered in section one. Please note Insurance, Longevity, and other employer specified deductions are dollar amounts NOT percentages.
- Non-Personnel Narrative - is the second budget narrative worksheet. Each category contains two sections: the monetary allocation and the percent allocation by program for each line item. Some of the more common descriptors have been provided with room to add additional descriptors as needed. Provide details regarding how the amount for each descriptor is derived. Enter the total amount budgeted for each descriptor as well as the amount allocated for each funding source. The percent allocation will auto-populate based on the monetary allocation for each funding source in relation to total amount budgeted.
- Residential Narrative - is the third budget narrative worksheet. Only applicant Community Corrections agencies with a residential center need to complete this worksheet. The residential budget narrative worksheet falls under the same guidelines and restrictions as the first two worksheets mentioned above; however, the expenditure categories are those associated solely with a residential center.
- Total Budget Summary - This worksheet auto-populates data from the narrative worksheets. Use the populated figures in this sheet to verify the accuracy of the budget. No modifications can be made directly on this worksheet; therefore, any corrections or changes must be made on the appropriate budget narrative worksheet.
- It will not be necessary to utilize the Signatory Approval Form in the Master Budget Spreadsheet unless the agency is required to submit a revised budget at a later date. Signatory approval for the budget has been incorporated into the Comprehensive Plan Signatory Approval Form.

General Budget Guidelines

A complete listing of personnel data for both new and existing staff MUST be included. All Category Comments must be completed with information regarding the method in determining the percentage allocations and anticipated increases or decreases over previous state fiscal years. Forms supplied by Kansas Department of Corrections (KDOC) shall be used for this purpose. The agency must abide by the following guidelines when creating the budget documentation:

- Include only state funded positions and expenditures.
- Budget amounts must be for FY 2026 ONLY.
 - If local policy allows the use of a retirement payout fund and an agency wishes to utilize grant funds for this purpose, the agency must include the amount to be contributed in the FY 2026 budget. This item should be budgeted in the personnel section by creating a line with “Payout Fund” in the name field. If an agency budgets for this item, the agency will need to submit a copy of local policy with the comprehensive plan.
- Budgeting previous year unexpended funds is not allowed.
- Budgeting for pre-paid future year expenditures is not allowed.
- Round all percentages in the narrative to the nearest tenth.
- If budgeting for equipment or vehicles, the agency shall follow the counties written policy and procedures for purchasing equipment, such as purchasing approval, needs assessment, soliciting bids, etc.
 - Useful life, 1 year or more.
 - Cost \$1,000 or more.
 - Equipment purchase must be approved as part of the grant award.

FISCAL CONTACT INFORMATION

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