



Wichita-Sedgwick County Addiction Intervention Coalition Minutes

Sept 4, 2025 | 2:00 p.m. - 2:45 p.m.
Special Session – Video Conference Meeting

Members in Attendance: Dave Dahl, Randy Ecker, Matt Lynch, Steven Kamau, Tonya Lebrun, Phillip Brownlee, Rena Cole, Heath Bechler, Jeff Blubaugh, Mike Hoheisel

City/County Representatives: Russell Leeds, Armand Shukaev, Josh Lauber, Joe Thomas, Donte Martin, Tim Kaufman

Guest: Representative from KSN

1. The meeting was called to order at 2:00 p.m. It was noted that this was a special session focused on the draft Request for Proposal (RFP) for a monitoring and evaluation consultant.

2. **Action Item: Review and Discuss Draft RFP for Monitoring and Evaluation Consultant**
 - a. Staff presented a working draft RFP emphasizing that it was not final or ready for publication, but an opportunity to assess most current revisions. The RFP is being developed as a joint City/County initiative and will only move forward after the governing bodies ratify the procurement and funding cooperation agreement.
 - b. Key Updates Presented:
 - Dual branding with City and County logos – Working draft
 - Update potential scope of work.
 - Clarified joint objectives, including a new objective for periodic surveillance or study tied to funding cycles.
 - Refinements to project scope, evaluation criteria, and response requirements.

c. Coalition Feedback Highlights:

- Use “proposal” consistently instead of “response.”
- “Proposer” v. “Contractor” clarification.
- Augment restrictions against direct or indirect contact with County employees.
- Clarify that proposals are “accepted for review,” not simply “accepted.”
- Replace “ensure accountability” with terms like “enhance” or “elevate accountability.”
- Confirm the right to terminate contract obligations with 30 days’ notice sole right of City/County governing body.
- Contextual or grammatical corrections for clarification
- Find other counties who have completed RFPs for substance use services as a point of reference and comparison for future RFP solicitations.

3. **Other/Future Business:**

- a. No additional business was brought forward during this session.

Adjournment: The meeting adjourned at 3:00 pm

*The next Wichita-Sedgwick County Addiction Intervention Coalition Meeting
will be on **September 15, 2025.***