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ADDENDUM #1
RFP #25-0084
OPIOID ABATEMENT SUPPORT
AND EVALUATION SERVICES

November 10, 2025

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal to provide Opioid Abatement Support and Evaluation Services.

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

1. Can you please provide an annual budget estimate?

Based on the current Coalition funding plan, each of the first five (5) years (2026-2030) are front loaded with a little more, but thereafter it is anticipated at \$1 million annually for Opioid Abatement Treatment and Prevention Services. [wscaic-fund-spend-plan-coalition-recommended-8182025-final.pdf](#).

2. Please confirm that only an email proposal submission is required, rather than also submitting an original and a flash drive. Page 5 refers to both.

We will accept responses via e-mail. It will not be necessary to mail an original or provide a flash drive if submitted in full via email.

3. On p. 7, under “Evaluation Criteria” how will Section E. “Mandatory Requirements - Ability to Meet Proposal Terms and Conditions” be evaluated? Please advise what needs to be included in the proposal to meet this criterion.

Please review the entire solicitation document which encompasses the referenced Evaluation Criteria.

4. **On p. 8 under Section E it states “In their sole discretion County and City may cancel their respective obligations herein upon thirty-day (30) prior written notice to the Contractor...” In the event that either the County or the City cancel or revise their agreements, how does the project proceed with reduced funding and/or scope?**

The project will proceed as determined by the respective governing bodies of the County and City.

5. **How is the Scope of Work and Budget divided between the County and City agreements?**

County and City are collaborating to seek a joint solution and Scope of Work. The overarching process that both governments approach these services follow an executed joint agreement between agencies in how funding sources will be collected and paid for purposes of greater economies of scale.

For purposes of an awarded contractor, both County and City staff will work to ensure where possible that services are rendered with minimal disruption to a contracted party.

6. **The Insurance Requirements on p. 9 differ from those included in the City contract template. Please confirm which are the correct requirements.**

The City agreement will reflect the published solicitation document’s required specifications. The City’s contract template is provided as an example for respondents to provide any deviations or exceptions as stated at the bottom of Section IX. Response Form, page 12 (“Exceptions to any part of this document should be clearly delineated and detailed.”).

7. **Please confirm that a Certificate of Insurance where the City of Wichita/Sedgwick County are added as primary and non-contributory additional insured for the liability policies does not need to be provided until notice of award.**

Correct.

8. **How are proposals to be submitted? Through the Bonfire portal?**

All proposal submissions should be sent to purchasing@sedgwick.gov.

9. **How often does the Wichita-Sedgwick County Addiction Intervention Coalition meet during the year?**

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m.

10. **The Scope of Work included within this RFP specifies site visits under “Performance Monitoring and Evaluation” as well as attendance of “Wichita-Sedgwick County Addiction Intervention Coalition meetings. Given this language, to what extent does the City-County expect the contractor to have an in-person presence? How many site visits would be expected for performance monitoring and evaluation? Could the Wichita-Sedgwick County Addiction Intervention Coalition meetings be joined remotely?**

Contractor should outline contractor’s approach to performance monitoring and evaluation and how contractor’s approach will verify, support, assist and hold accountable entities or firms that receive City-County MFA funded contracts to provide evidence-based services, including site visits as required.

Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams).

11. Number of Providers: Approximately how many programs, agencies, or facilities are currently funded under the opioid-abatement allocations to be evaluated?

None. The Wichita-Sedgwick County Addiction Intervention Coalition anticipates issuing a first solicitation for opioid abatement proposals in first quarter of 2026.

12. Evaluation Cadence: What frequency of monitoring or site visits is anticipated per provider (e.g., quarterly, semi-annual)?

Contractor should outline contractor's approach to performance monitoring and evaluation and how contractor's approach will verify, support, assist and hold accountable entities or firms that receive City-County MFA funded contracts to provide evidence-based services, including site visits as required.

13. Data Access: Will the contractor have access to provider-submitted data systems, or will information be transmitted manually through County/City staff?

Presently it is anticipated that providers will submit performance data in a format to be determined to County/City staff and contractor.

14. Reporting: Are there standardized templates for quarterly and annual reports, or should the contractor develop these?

The contractor will develop reporting templates in coordination and cooperation with the City-County staff supporting the Coalition.

15. Coalition Participation: How often does the Coalition meet, and what level of participation is expected from the contractor?

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m. Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams). Contractor will be present (in-person or via video conference) to observe and respond to requests for input / advice from Coalition members and staff, and/or may be asked to prepare and present relevant information within their scope of work / subject matter expertise at a subsequent meeting, to include quarterly and annual reports on provider data and progress.

16. Governance: Will reporting flow through a combined City-County structure or separate bodies?

Reporting will flow through a combined City-County structure, i.e. the Wichita-Sedgwick County Addiction Intervention Coalition and the joint staff who support the Coalition.

17. Evaluation Framework: Does an existing set of performance indicators exist, or should the contractor propose one?

The contractor will recommend performance indicators in coordination and cooperation with the Coalition and the City-County staff supporting the Coalition.

18. Future Awards: Will the scope extend to future funding cycles awarded during the contract term?

Yes.

19. What are the City and County's expectations for in-person work?

Contractor should outline contractor's approach to performance monitoring and evaluation and how contractor's approach will verify, support, assist and hold accountable entities or firms that receive City-County MFA funded contracts to provide evidence-based services, including site visits as required. Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m. Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams). Contractor will be present (in-person or via video conference) to observe and respond to requests for input/advice from Coalition members and staff, and/or may be asked to prepare and present relevant information within their scope of work/subject matter expertise at a subsequent meeting, to include quarterly and annual reports on provider data and progress.

20. Is there an incumbent organization for this work?

No.

21. What projects and partnerships are already in place related to this project?

County and City have established the Wichita Sedgwick County Addiction Intervention Coalition via joint resolution to formalize and initiate the Wichita Sedgwick County Opioid Settlement Strategic Plan constructed by a local consortium. This solicitation, 25-0084 is a continuation of the early implementation phases one and two. For additional information: [Wichita-Sedgwick County Addiction Intervention Coalition \(WSCAIC\) | Sedgwick County, Kansas](#).

22. Section I. - What is the City and County's budget for this work?

Based on the current Coalition funding plan, each of the first five years (2026-2030) are front loaded with a little more, but thereafter it is anticipated at \$1 million annually for Opioid Abatement Treatment and Prevention Services. [wscaic-fund-spend-plan-coalition-recommended-8182025-final.pdf](#).

23. Section IV. - Are proposals required to be submitted by mail in addition to being submitted online?

We will accept responses via e-mail. It will not be necessary to mail an original or provide a flash drive if submitted in full via email.

24. Section V. 1. – Is a financial monitoring software and process already in place or are the City and County looking to establish a new system for financial monitoring?

For providers who receive MFA funding from County/City, there is not a software solution or process established for provider reporting or Contractor monitoring. Processes need to be established and implemented.

25. Section V. 2. – How frequently do you intend site visits to be conducted, and could these be virtual?

Contractor should outline contractor's approach to performance monitoring and evaluation and how contractor's approach will verify, support, assist and hold accountable entities or firms that receive City-County MFA funded contracts to provide evidence-based services, including site visits as required.

26. Section V. 4. – Are Coalition meetings hosted in-person or virtually?

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m. Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams).

27. Section VII. F. Insurance Requirements notes that automobile liability coverage is a requirement for this project. Our team is fully remote and does not have any company vehicles. As such, automobile liability coverage is not applicable to our company, and it is not coverage we maintain. To complete this work, would the City and County require us to have this coverage?

No.

28. Section VIII. 6. – What duration would the City and County like the timeline and scope of work to be outlined and budgeted for?

On Page 8, Section E, Contract Period and Payment Terms provides the timeline for scope of work for which a proposal should be responsive.

29. How many sites/programs/strategies are currently funded?

None. The Wichita-Sedgwick County Addiction Intervention Coalition anticipates issuing a first solicitation for opioid abatement proposals in first quarter of 2026.

30. Are all programs currently collecting outcomes-based performance measures?

No programs have yet been funded.

31. Are there existing evaluation tools?

No. The contractor will recommend performance indicators in coordination and cooperation with the Coalition and the City-County staff supporting the Coalition. The contractor will develop reporting templates in coordination and cooperation with the City-County staff supporting the Coalition.

32. Is there an existing data collection system?

No. Presently it is anticipated that providers will submit performance data in a format to be determined to County/City staff and contractor.

33. How often do you anticipate running RFP processes for evidence-based education, prevention, treatment, and recovery services?

Once annually, depending on fund balance, encumbrances, and actual revenue from opioid settlement distributions.

34. How extensive of a process do you anticipate the periodic surveillance/study to identify needs and gaps to be? For example, would this include primary data collection with communities, or more of a high-level scan based on services currently funded?

Within the first four years ('26 – '29) a high-level scan with potential for a more comprehensive analysis thereafter.

35. Are out-of-state vendors eligible to apply?

Yes.

36. To what extent is in-person engagement desired? Similarly, how often are site visits expected?

Contractor should outline contractor's approach to performance monitoring and evaluation and how contractor's approach will verify, support, assist and hold accountable entities or firms that receive City-County MFA funded contracts to provide evidence-based services, including site visits as required.

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m. Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams). Contractor will be present (in-person or via video conference) to observe and respond to requests for input/advice from Coalition members and staff, and/or may be asked to prepare and present relevant information within their scope of work/subject matter expertise at a subsequent meeting, to include quarterly and annual reports on provider data and progress.

37. Are Wichita-Sedgwick County Addiction Coalition meetings held in person? Is virtual attendance accepted?

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m. Wichita-Sedgwick County Addiction Intervention Coalition meetings may be attended in-person and/or via video conference (County uses either/or ZOOM or Microsoft Teams).

38. How often do Wichita-Sedgwick County Addiction Intervention Coalition meetings occur?

Presently the Coalition meets once monthly on the third Monday of each month from 12:00 p.m. – 1:30 p.m.

39. We do not have Personal/Advertising insurance coverage, but we do have an umbrella policy of \$2M. Is this sufficient to meet this requirement?

We do not require Personal/Advertising coverage, however we do require both Umbrella Liability and Professional Liability/Errors & Omissions coverage in the amounts shown in our proposal document.

40. What is the identified budget for this project?

Based on the current Coalition funding plan, each of the first five years (2026-2030) are front loaded with a little more but thereafter is anticipated at \$1 million annually for Opioid Abatement Treatment and Prevention Services. [wscaic-fund-spend-plan-coalition-recommended-8182025-final.pdf](#).

41. Can you confirm that an electronic submittal only is sufficient, and if so, that the email to send to is Purchasing@sedgwick.gov?

We will accept responses via e-mail. It will not be necessary to mail an original or provide a flash drive if submitted in full via email. All proposal submissions should be sent to purchasing@sedgwick.gov.

42. For evaluation reporting, is the vendor responsible for meeting any specific accessibility standards?

While there is not a specific accessibility standard that you are mandated to follow, any and all reporting that is done through a physical medium (printed reports) should use clear, readable fonts with good color contrast and a logical structure with headings and clear paragraphs. For digital mediums, any and all reports should use clear, readable fonts with good color contrast, a logical structure with headings and clear paragraphs, should be searchable by keywords, and should be made in commonly accessible formats, such as .pdf or .docx. If the report is accompanied by a presentation, please use .pptx or .ppsx formats. If the report is accompanied by a spreadsheet, please use the .xlsx format.

- 43. Would the County be willing to share any existing platforms or systems being used to organize contracts, budgets, invoices, etc., related to funded agencies?**

No. County doesn't anticipate sharing access to contract management and finance / account software platforms.

- 44. Project objectives currently include assisting the Coalition in creating quantifiable goals, scales, and other measurement forms (III.8). To what extent, if any, has the Coalition already discussed quantifiable goals, either overarching or specific to each program/strategy?**

The Coalition has had high level conversation, and is currently contemplating key performance measures and quantifiable goals as it is early stages of constructing a request for proposal for opioid prevention, treatment and recovery services.

- 45. What is the estimated total combined MFAF funds for Wichita and Sedgwick County over the duration of the settlement?**

Approximately \$15.4 million through 2038. Based on the current Coalition funding plan, each of the first five years (2026-2030) are front loaded with a little more, but thereafter is anticipated at \$1 million annually for Opioid Abatement Treatment and Prevention Services. [wscaic-fund-spend-plan-coalition-recommended-8182025-final.pdf](#).

- 46. Can you speak more to what you expect regarding financial monitoring? How frequently are provider invoices collected?**

Presently, quarterly invoicing from providers is anticipated. Contractor will review invoices relative to providers overall proposal, proposed budget and MFA spending compliance before County-City Finance - Accounting personnel approve and issue payment.

- 47. Will you facilitate the sharing of invoices, expenses, etc. with the vendor, or will the vendor need to set up sharing processes with individual providers?**

Providers will submit invoices directly to the County/City and will copy in Contractor as will be established in the contract with each funded provider to facilitate Contractors Scope of Work obligations.

- 48. Please describe what the vendor will be responsible for in III.6 "Establish contract pricing with the vendor that has the best proven "track-record" in performance, service, and customer satisfaction." Does this mean that the successful vendor will be negotiating contract with individual providers?**

- a. If yes, what role will Sedgwick County and the City of Wichita play in this process?**

No. Page 4, Section III Project Objectives, 6. "Establish contract pricing with the vendor that has the best proven "track-record" in performance, service, and customer satisfaction." is specifically regarding the County's intent to establish contract pricing with the entity or firm selected from submissions to this RFP #25-0084 based on the selection criteria set forth in this RFP. It is for the firm or entity responding to this RFP to demonstrate to the extent relevant its proven "track-record" in performance, service, and customer satisfaction.

49. Can you speak more to the anticipated working relationship between the County Finance Department and the Contractor?

Presently, quarterly invoicing from providers is anticipated. Contractor will review invoices relative to providers overall proposal, proposed budget and MFA spending compliance before County-City Finance - Accounting personnel approve and issue payment. Contractor will make recommendation to pay, or to seek additional information, but County-City Finance – Accounting personnel will manage all payment activities per established policies and procedures. County-City have ultimate responsibility for compliance and therefore may have need to request immediate provision of documentation from Contractor should concerns arise. Contractor will need to be available and responsive to Finance Departments needs regarding outside audit requests.

50. Are there any page limits for proposal responses? Would you like to see resumes/bios of the proposed staff who will carry out the work?

There are no page limits. Page 11, Section VIII Required Responses Content, items 2. and 3. may be answered with the information you believe best demonstrates the firm's experience, including staff resumes/bios.

51. In preparing our response to RFP #25-0084 it was noticed that on pages 11–12 the sections titled *Exhibit C* and *Exhibit D* appear to be blank. Could you please confirm whether these exhibits were intended to be included?

Exhibits C and D serve as contract “placeholders” to assist an interested proposer’s review of what an awarded firm can expect an executed agreement will reflect. The information allows a proposer to outline any deviations or exceptions to the contractual language for County-City consideration.

52. Oversight of Provider Invoices: Can the County/City please elaborate on what level of oversight of provider invoices is expected of the selected Contractor? For example, should this include invoice review for allowable uses, verification of supporting documentation, reconciliation against approved budgets, or additional activities?

Presently, quarterly invoicing from providers is anticipated. Contractor will review invoices relative to providers overall proposal, proposed budget and MFA spending compliance before County-City Finance - Accounting personnel approve and issue payment. Contractor will make recommendation to pay, or to seek additional information, but County-City Finance – Accounting personnel will manage all payment activities per established policies and procedures.

53. Verification of Eligible Expenses: Can the County/City please elaborate on expectations related to verifying eligible expenses? Will the Contractor be responsible for validating expenses against specific allowable-use criteria under the Kansas Fights Addiction Act, MFAF guidelines, grant agreements, or internal County/City policies?

Yes, the Contractor be responsible for validating expenses against specific allowable-use criteria under the Kansas Fights Addiction Act, MFAF guidelines and funding agreements.

54. Enforcement of Budget Compliance: Can the County/City please elaborate on what “enforcement of budget compliance” entails? For instance, should the Contractor monitor expenditures against awarded budget categories, notify providers of variances, recommend corrective actions, or escalate non-compliance to County/City staff?

Yes, the Contractor will monitor expenditures against awarded budget categories, notify providers of variances, recommend corrective actions, and notify County/City staff of the identified variance or conflict.

- 55. Facilitation of Annual Budget Adjustments: Can the County/City please describe the process and expectations associated with “facilitation of annual budget adjustments”? Should the Contractor be responsible for collecting revised budgets, evaluating justification, providing recommendations, or presenting adjustments to the Coalition?**

Provider(s) should make the Coalition, through the Contractor, aware of anticipated / needed budget adjustments as soon as possible so Contractor can evaluate justification and provide the Coalition with recommendations.

- 56. Credential Requirements: Does the County/City require, prefer, or anticipate the need for services delivered under this contract to be supported by a Certified Public Accountant (CPA) or other credentialed financial professional? If not required, would such credentials be considered beneficial during evaluation?**

County/City do not require the services of a Certified Public Accountant (CPA) or other credentialed financial professional under this contract. Page 11, Section VIII Required Responses Content, items 2. and 3. may be answered with the information you believe best demonstrates the firm’s experience, including staff resumes/bios.

- 57. Can the County/City please clarify whether the selected Contractor will be authorized or expected to contact funded service providers, community partners, or other third parties directly on behalf of the County/City for purposes such as invoice clarification, performance monitoring, data collection, site visits, or corrective action discussions? If so, are there any limitations or required communication protocols we should anticipate?**

Yes. The selected Contractor will be authorized and expected to contact funded service providers, community partners, or other third parties directly on behalf of the County/City for purposes such as invoice clarification, performance monitoring, data collection, site visits, or corrective action discussions. Contracts with providers will establish the relationship between City/County and Contractor for the purposes set forth above. Contractor will inform designated City/County staff of such activities to ensure informed collaboration and transparency.

- 58. Extent of Support Required: Can the County/City please clarify the extent to which the Contractor is expected to assist with the development of future Requests for Proposals? Will this support be limited to developing the Scope of Work and outcome metrics, or will it also include support for evaluation criteria, solicitation structure, scoring methodologies, and post-award monitoring considerations?**

Contractor will serve as a subject matter resource (provide technical input) to help the Coalition develop scope of work, outcomes metrics and as needed clarifying or supportive exhibits as attachments. The mechanics of the process are established, managed and supported by the County/City Purchasing Directors and County/City staff.

- 59. Number of Anticipated RFPs: Does the County/City have an estimated number of RFPs expected to be developed under this contract during the initial term and option periods?**

Once annually, depending on fund balance, encumbrances, and then beyond year four, actual revenue from opioid settlement distributions.

- 60. County/City Project Leadership: Will County/City staff lead the RFP development process, with the Contractor providing technical input, or is the Contractor expected to coordinate development activities, stakeholder engagement, and drafting?**

County/City staff will lead the RFP development process. Contractor will serve as a subject matter resource (provide technical input) to help the Coalition develop scope of work, outcomes metrics and as needed clarifying or supportive exhibits as attachments.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm CST, TUESDAY, November 25, 2025**. Late proposals will not be accepted and will not receive consideration for final award.

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

Joseph Thomas

Joe Thomas, NIGP-CPP, CPSM, CPSD, C.P.M.
Director of Purchasing

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