



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 #25-0081

SEDGWICK COUNTY DEPARTMENT OF AGING & DISABILITIES – COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION START TEAM AND RESOURCE CENTER

November 26, 2025

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms experienced in providing mental health services to develop a Systemic, Therapeutic, Assessment, Resources, and Treatment (START) clinical team and START Resource Center meeting the requirements of the National Center for START Services. 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, December 23, 2025.

To ensure that vendors have complete information prior to submitting a proposal, **a pre-proposal meeting has been scheduled for Monday, December 8, 2025 at 2:00 pm via Teams. To receive a link please email britt.rosencutter@sedgwick.gov with “25-0081 Pre-bid” in the subject line.** This meeting is **not mandatory**. Vendors who wish to have their proposals reviewed are encouraged to have a representative from their firm attend this pre-proposal meeting.

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,

Britt Rosencutter
Purchasing Agent

BR/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.

The Department of Aging & Disabilities - Community Developmental Disability Organization (SCDDO) is the community developmental disability organization (CDDO) for Sedgwick County, Kansas. CDDO's serve as a one-stop resource and point of entry for services available to individuals with intellectual/developmental disabilities (IDD). A key responsibility of CDDO's is to ensure appropriate services and supports are available for children and adults with IDD. Individuals with IDD are at higher risk than the general population to have a mental health diagnosis. Sedgwick County has a large number of individuals with IDD and a co-occurring mental health condition (IDD/MH). Of the 1,621 individuals receiving IDD home and community-based services (HCBS) in Sedgwick County, 894 had one or more mental health diagnosis. The SCDDO contracted with the National Center for START Services (NCSS) to conduct an evaluation of community mental health services and how well the services worked for individuals with IDD and their families. The evaluation documented a significant deficiency in appropriate mental health services for individuals with IDD. Individuals with IDD/MH and their caregivers indicated they relied heavily on police response during mental health crises. In 2023 there were over 800 police call outs to IDD provider locations. Many participants did not know about the availability of mobile crisis services. While Sedgwick County is fortunate to have a variety of mental health resources, the evaluation showed a lack of training in how to effectively serve individuals with IDD/MH across the board. Medicaid data showed a high recidivism rate for psychiatric hospitalizations (47%) and emergency room visits (74%). The full evaluation is available on the SCDDO website at:

https://www.sedgwickcounty.org/media/68890/sedgwick-county-idd_mh-community-service-evaluation_final-002.pdf

One of the responsibilities of a CDDO is to develop and maintain a network of intellectual/developmental disability service providers. Kansas regulations do not allow IDD services to be offered or provided in a way that discriminates against a person based on their disability. Co-occurring mental health conditions add a layer of complexity. The IDD system is fortunate to have the uniform access standard in regulations, but, without more specialized mental health supports, people with IDD in a mental health crisis are not well served by the system.

To address these issues, the SCDDO is looking for a provider organization or provider network experienced in providing mental health services to work with the National Center for START Services (NCSS) to develop a START clinical team and START Resource Center. The START program of crisis prevention and intervention services for individuals with IDD/MH is an evidence-based model. START stands for Systemic, Therapeutic, Assessment, Resources, and Treatment. The START model is designed to develop community capacity while helping stabilize individuals served through the program. START uses multiple evidence-based practices incorporates positive psychology and services are person-centered and culturally competent.

START program development is tailored to regional needs, but all programs must have a START clinical team. The START clinical team operates as system-linkage supports and provides 24-hour crisis response to those enrolled in START services. See also: [START Program Development and Certification | National Center for START Services®](#)

A START Resource Center provides community-based, short-term therapeutic support for individuals served by the START clinical team. Specifically, the START Resource Center provides crisis stabilization, assessment, treatment, and identification of interventions to reduce stress for the individual and support system. A START Resource Center is different than inpatient mental health services and can be used as a diversion from hospitalization or as aftercare when released from a mental health facility. The START Resource Center also offers planned admissions and emergency admissions, typically two beds reserved for planned and two for emergency admissions. The START clinical team works collaboratively with the START Resource Center staff. START Resource Center services would also include evaluations by the medical and clinical directors of the START clinical team.

III. [Project Objectives](#)

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a mental health provider or provider network to develop a START clinical team meeting specifications outlined in V. Scope of Work and as directed by the National Center for START Services. The following objectives have been identified for this contract:

1. Improve access and appropriateness of the full array of services, including mental health, crisis prevention, and crisis intervention for individuals with IDD/MH. This includes building the capacity of providers through training, coaching and partnerships.
2. Develop crisis stabilization resources specialized to serve individuals with co-occurring IDD and mental health conditions.
3. Expand the opportunities for community engagement, work and healthy activity by improving access to specialized support for individuals with IDD/MH.
4. Develop alternatives to emergency room visits, hospitalization and incarceration.
5. Enhance existing crisis response system to develop expertise in serving individuals with IDD/MH and provide follow-up and prevention planning.
6. Develop cross-systems collaboration linkage agreements to ensure that all service systems work in cohesion and with efficiency to support stabilization.
7. Ongoing data collection, reporting, evaluation and review to ensure services are evidence-informed and to monitor impact and cost effectiveness.

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:

Britt Rosencutter
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, DECEMBER 23, 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 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 SCDDO will contract with the NCSS for consultation and technical assistance in implementing the START model in Sedgwick County. The successful vendor will work with NCSS in developing the START clinical team and START resource center to include training and certification. As part of this contractual relationship, the vendor will be required to sign a HIPAA Business Associate Agreement with NCSS and Sedgwick County. It is not expected for the full START team to be available upon initiation, rather a staggered approach is required. The Program and Clinical Directors are key to developing the policies and procedures for the START Team. NCSS has specific educational requirements for START team members, the proposal should speak to any local staff capacity issues and strategies to ensure START team members meet position requirements (i.e. degree requirements may be flexible if the candidate has corresponding experience to fulfill the position's duties). A goal of the START project is to maximize use of the mental health resources available in Sedgwick County, to include collaboration with existing 24/7 mental health crisis response services to meet the 24-hour response requirement.

A START clinical team does not replace any member of an existing system of support. Rather, they collaborate and facilitate change through the way they understand, interact with, and respond to the people and systems they serve. Based on the premise that there is no value in expertise if it is not shared, START clinical teams continually share knowledge with system partners to build capacity. The goal of START is to help the person and their support system achieve stability, eventually building a system that functions more independently requiring no further or decreased support from the START team. This goal is accomplished through specialized support (e.g., outreach), assessment, and intervention that builds on the principles and practices of START. Services and supports offered by START clinical teams include:

- Training and expertise in the mental health aspects of IDD, including Clinical Education Teams
- Systems linkage supports
- Intake and assessment activities using standardized and validated assessment tools
- Comprehensive Service Evaluations: bio-psycho-social evaluation of strengths and needs including trauma, developmental and communication-related psychological vulnerabilities, skills, natural supports, cultural considerations, etc.
- Eco-mapping, systemic analysis, and consultation
- Outreach to the person, their family, and support system to enhance team capacity
- Observation and coaching provided to teams using wellness and solution-focused approaches and the integration of positive psychology interventions in daily life
- Cross systems crisis prevention and intervention planning
- 24-hour in-person crisis response
- Medication consultation

- Facilitated team meetings and action planning
- Psychiatric hospitalization transition planning
- Access to innovative training and research initiatives led by the NCSS

A START clinical team is made up of the following positions:

Program Director (Master's Degree): Provides full-time supervision and 24/7 support to the clinical team. Serves as a liaison to community providers, coordinates all training activities, develops community linkages, chairs the Advisory Council and may offer coaching to Coordinators.

Clinical Director (Ph.D.): Provides full-time clinical oversight to the clinical team and therapeutic support services; is responsible for Clinical Education Team Meetings and provides consultation to community providers/psychologists.

Medical Director (MD): A licensed psychiatrist who provides part-time consultation and training to the clinical team, physicians treating people supported by START, and the START therapeutic supports staff as needed. This is not a full-time position, typically 5-10 hours per week for consultation, training, including significant role in clinical education team (CET) preparation and presentation with clinical director and designated START Coordinator

Assistant Director (Master's Degree; dependent on program size): Oversees operations of the clinical team and therapeutic supports operations, directly supervises team leaders, and assists the Program Director as needed with the development of community linkages.

Clinical Team Leaders (Master's Degree; number of team leaders depends on program size) Provides day-to-day administrative support and supervision to START Coordinators, may maintain a small caseload and fills in as needed, and provides backup on-call support and coaching to Coordinators.

START Coordinators (Master's Degree preferred): Provides direct, community-based START clinical team services to people enrolled in the program, completes required assessments, evaluations, and plans, provides 24-hour on-call crisis support for enrolled people, and regularly enters data into SIRS. Typical caseload for a START Coordinator is around 20 people, depending on the level of need/acuity.

Therapeutic Coaching (STC) Overview

Therapeutic Coaching is designed to assess and stabilize a person in their community environment(s). START Therapeutic Coaching (STC) provides planned and emergency strengths-based, clinical coaching to primary caregivers and persons in their home setting to rethink presenting challenges. This service is part of the START crisis continuum and is only provided with the participation of the START clinical team. The START coordinator determines the need for coaching services in collaboration with the STC team leader, clinical director, the person, and their circle of support. In most cases, STC is planned in coordination with coaches that are familiar with the person and their setting. However, in some cases, the service may be provided in a more urgent capacity. The provision of supports may occur any day of the week and will depend on the needs identified in the coaching referral.

The goal of STC is to assist the person's caregiver by offering observational assessment of the person and their circumstances and implementing planned and/or crisis intervention strategies. Reasons therapeutic coaching supports may be accessed include:

- To provide coaching and training to family and support staff on positive, effective support strategies
- To identify bio-psycho-social factors that may contribute to crisis
- To increase the likelihood that the person can maintain their preferred community living situation
- To transition successful intervention strategies to the person's home
- To provide support if a person is unable to leave their home for therapeutic intervention (e.g. symptoms of ASD keep a person from feeling comfortable in new environments), or
- For additional support prior to or following emergency or planned Resource Center admissions (in these circumstances, Resource Center staff will participate in admissions and transition planning)

Referrals for START services will come through the SCDDO. START services will be available for individuals with IDD/MH ages six (6) and older. As this is a new program it is not known for certain the number of individuals that will be served per year.

In addition to initiating the START clinical team, the successful vendor will be expected to acquire appropriate property for a START resource center. Typically, development of a START resource center requires acquisition of appropriate property, remodeling and purchase of equipment/supplies (preference given if these steps can be completed by June 30, 2026). A START resource center director must be hired. The qualifications and primary responsibilities for a START resource center director are:

START Resource Center Director (Master's degree): Directs all operations of the resource center and serves as member of the START leadership team working closely with the START director, team leader(s) and clinical director. The director provides administrative and clinical support and oversight of the START center counselors and tracks training requirements and other credentialing is current for all counselors

The contract will provide funding for START clinical team members, START resource center and program supplies. Initially it is assumed 100% of program costs will be funded through the contract, but Medicaid/insurance billing for the mental health services provided should constitute an increasing portion of the program budget. The proposal should speak to experience operating similar programs where services are partially covered through Medicaid/insurance billing.

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 Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 pm CST, December 10, 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 CST, December 12, 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 five (5) years' experience in providing mental health services.
2. Ability to bill Medicaid and other insurance for mental health services.
3. Have an understanding of industry standards and best practices.
4. Have experience in managing projects of comparable size and complexity to that being proposed.
5. 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.
6. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
7. Provide project supervision (as required) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Preference given to firms with experience working with individuals with IDD/MH and/or work with evidence-based programs.

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. Vendor's reliability and customer references	15
B. Meeting all required specifications	15
C. Experience and competence in delivery of comparable services	20
D. Proposal reflects a realistic methodology for implementation	40
E. Proposing the services described herein with the most advantageous prudent methodology and cost to the county	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	November 26, 2025
Pre-proposal virtual Teams meeting. 2:00 P.M. CST	December 8, 2025
Questions and clarifications submitted via email by 5:00 pm CST	December 10, 2025
Addendum Issued by 5:00 pm CST	December 12, 2025
Proposal due before 1:45 pm CST	December 23, 2025
Evaluation Period	December 24 – January 5, 2026
Board of Bids and Contracts Recommendation	January 8, 2026
Board of County Commission Award	January 14, 2026

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 to begin upon signature of the contract through June 30, 2026 with three, one-year options to renew.

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	
<u> </u> Required / <u> X </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<u> X </u> Required / <u> </u> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<u> </u> Required / <u> X </u> 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.

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/>

VIII. Required Response Content

All proposal submissions shall include the following:

1. Response Form.
2. 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.
3. The firm's relevant experience, notably experience working with individuals with IDD/MH and/or evidence-based programs.
4. Narrative description of approach to meeting the scope of work to include:
 - Recruitment and hiring strategies,
 - Experience providing facility-based mental health services,
 - Approach to property acquisition and estimated timeline for the START resource center.
5. Detailed budget with narrative.
6. 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.
7. 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.
8. 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.
9. Proof of insurance meeting minimum insurance requirements as designated herein.
10. Those responses that do not include all required forms/items may be deemed non-responsive.

IX. Response Form

REQUEST FOR PROPOSAL

RFP #25-0081

**SEDGWICK COUNTY DEPARTMENT OF AGING & DISABILITIES –
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION**

START TEAM AND RESOURCE 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 #25-0081
SEDGWICK COUNTY DEPARTMENT OF AGING & DISABILITIES –
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
START TEAM AND RESOURCE CENTER

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