



Wichita-Sedgwick County Addiction Intervention Coalition Minutes

November 17, 2025 | 12:00 – 1:30p.m.
100 N. Broadway, Ste. 629

Members in Attendance: Dave Dahl, Matt Lynch, Randy Ecker, Tonya LeBrun, Steven Kamau (online), Heath Bechler (online), Phillip Brownlee (online), Rena Cole (online), Jennifer Mackey (online)

City/County Representatives: Jeff Blubaugh, Mike Hoheisel (online), Russell Leeds, Tim Kaufman, Tim Hallacy, Armand Shukaev, Josh Lauber (online), Nate Johnson (online), Courtney Carpenter (online)

Guests: Kylie Cameron – Representative from the Wichita Eagle

Pre-Meeting Materials: Members were pre-provided with the meeting agenda, draft minutes from the October 20, 2025 meeting, RFP #25-0084, Addendum to RFP #25-0084 and an encumbrance example for the final spending plan.

1. Call to Order & Announcements:

- a. Meeting was called to order at 12:15 p.m. by President Matt Lynch.
- b. Attendance included both in-person and online participants; cited above. Nine voting members were present for a quorum.
- c. President Lynch announced that Dr. Seth Chauhan submitted his resignation on 11/12/2025.
- d. Motion to approve resignation by Dave Dahl, second by Randy Ecker. Motion carried unanimously.

2. Action Item: Approval of Minutes – October 20, 2025

- a. The Coalition reviewed minutes from October 20, 2025, meetings. No corrections were offered. Motion to approve minutes by Dave Dahl, second by Randy Ecker. Motion carried unanimously.
- b. Supplemental materials (performance indicators, reporting expectations, etc.) are still in development.
- c. Due to the extensive workload expected in December related to evaluation of the active Monitoring & Evaluation RFP, staff recommended placing the Prevention/Treatment/Recovery RFP on hold temporarily.
- d. Comments from members supported delaying until after scoring the current RFP. No motion required; consensus was established to hold.

3. **Action Item:** RFP – Prevention, Treatment, and Recovery

- a. Staff reported that the procurement and funding agreement was presented to the City Council (Sept. 9) and County Commission (Sept. 10), with both governing bodies approving.
- b. This establishes the framework for collaborative procurement and funding allocation.
- c. Signed copies will be distributed, and a public-facing Coalition webpage is in development to house documents and resources.

4. **Action Item:** RFP 25-0084: Monitoring & Evaluation Consultant Services

- a. Addendum and Vendor Questions – staff summarized the addendum released Nov. 10, containing responses to approximately 60 vendor questions. Many were duplicative across multiple vendors.
- b. City and County Purchasing staff noted:
 - Volume of questions is consistent for large, specialized RFPs.
 - Addendum was posted publicly and distributed to all registered vendors.
- c. Overview of Process and Timeline.

- Nov. 25 – Proposal submission deadline
- Early December – Purchasing distributes proposals and scoring materials to Coalition evaluators
- December–January – Evaluation, scoring, potential vendor interviews
- Early February – Recommendation to City Council and County Commission

d. Evaluation Steps:

- All proposals are provided simultaneously to Coalition evaluators by email.
- Evaluators independently review and score proposals using the established scoring matrix (Page 7 of RFP).
- Coalition reconvenes to report scores to Purchasing Directors in an open meeting, per KORA and procurement requirements.
- Discussion may occur when scoring discrepancies are large (high/low outliers).
- Coalition determines whether to shortlist firms for interviews.
- Conduct interviews (virtual or in-person depending on vendor location).
- Evaluators re-score shortlisted firms and make a final recommendation.

e. Additional Notes from Purchasing:

- Vendors cannot view competitors' proposals during the active process (KORA exemption).
- Late submissions will not be accepted unless caused by verifiable system failures.
- Proposal modifications *may* be accepted if received before deadline or if the committee requests additional clarification.
- Estimated number of proposals: 10–15.

- f. Scheduling: Consensus reached to schedule the first evaluation logistics meeting on December 1, 2025 at 12:00 p.m., in the same meeting space with a virtual option. At this session, members will:
- Receive or confirm receipt of proposal packets
 - Review scoring instructions
 - Establish deadlines for individual reading/scoring
 - Determine whether the Dec. 15 regular meeting remains feasible for group scoring discussion

5. Other Business

- a. Documents for December 1, 2025 meeting
- Staff will distribute materials electronically for efficiency.
 - Members were encouraged to pre-review the published RFP and addendum to prepare for December workload.

Adjournment: The meeting adjourned at 12:47p.m.

*The next Wichita-Sedgwick County Addiction Intervention Coalition Meeting will be on **December 1, 2025.***