



Wichita-Sedgwick County Addiction Intervention Coalition Minutes

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

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

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

Pre-Meeting Materials: Members were pre-provided with the meeting agenda via email, RFP Evaluation & Scoring Process Outline (8-step Purchasing workflow, dated Dec. 1, 2025 and Ranking Form for RFP 25-0084: Opioid Administrative Support & Evaluation Services.

1. Call to Order & Introductions:

- a. Meeting was called to order at 12:00 p.m. by President Matt Lynch.
- b. Attendance included both in-person and online participants; cited above. Eight voting members were present for a quorum.

2. Action Item: Monitoring and Evaluation RFP - Joe Thomas, Josh Lauber

- a. RFP Evaluation and Scoring Process
 - Proposals were received by Purchasing on 11/25/25.
 - Members will sign necessary NDAs.
 - Members receive access to responsive proposals

- Members submit questions/requests for clarification to Purchasing. Purchasing contacts proposers for clarification as needed.
- Members evaluate each proposal using the posted scoring matrix and complete a scoring sheet for each proposal.
 - Ranking Form outlining the 100-point scoring matrix.
- Members meet in person to report scores to Purchasing. Members discuss scores, especially those with wide scoring variances.
- Recommendations taken to governing bodies – Wichita City Council and Sedgwick County BOCC

b. Answers to questions by Coalition

- 13 total proposals were received
- Proposals lengths ranged 10-50 pages
- Providers are given one week to respond to evaluators' questions.
- All proposals will be released simultaneously in the order received, with provider name visible.
- Coalition will identify top three proposals (1,2,3) for presentation to governing bodies.
- Depending on governing body's decision next steps may include awarding, further discussion, or alternatives.

c. KOMA, KORA, and Communication Expectations

- No communication regarding proposal evaluation may occur outside scheduled Coalition meetings.
- All evaluator discussions must occur during official meetings per Kansas Open Meetings Act (KOMA) and Kansas Open Records Act (KORA) applicable to all communication.
- Proprietary or sensitive vendor information may require Executive Session.

- Josh Lauber made a statement regarding public forums for proposal review and scoring

3. Other Business

- a. December 15, 2025 meeting will not be held – but questions about RFP's due by this date.
- b. Next meeting scheduled for January 5, 2026

Adjournment: The meeting adjourned at 12:25 p.m.

*The next Wichita-Sedgwick County Addiction Intervention Coalition Meeting will be on **January 5, 2025**.*