

Department of Procurement and  
Contract Compliance

REQUEST FOR PROPOSAL



**REQUEST FOR PROPOSAL**

**For**

**“R40783” Alcohol & Drug Intervention Services for  
Youth”**

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**17. Disputes.** *All controversies between the Unified Government and BIDDER which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by BIDDER for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then BIDDER may proceed as if an adverse decision had been received. .20*

**18. Ownership of Materials.** *All property rights, including publication rights, in all interim, draft, and final reports and other documentation, including machine-readable media, produced by BIDDER in connection with the work pursuant to this Agreement, shall be in the Unified Government. ....21*

**19. Availability of Records and Audit.** *BIDDER agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. BIDDER agrees to make available at the offices of the Unified Government at all times during the period set forth in the Request for Proposals any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, BIDDER shall preserve and make available to persons designated by the Unified Government his records for a period of three years from the date of final payment under the Agreement or until all audit questions have been resolved, whichever period of time is longer. ....21*

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## **General Information**

### ***Section 1.01 Method of Source Selection***

Section 29-154 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code and Regulations allows for the use of Competitive Sealed Proposals when it is determined in writing that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government.

### ***Section 1.02 Purpose***

The Unified Government of Wyandotte County/Kansas City, Kansas is accepting proposals from qualified Certified Alcohol and Drug Abuse Counselor(s) having specific experience in the area(s) identified in the Request for Proposal. Services are to be provided at the Wyandotte County Juvenile Services Center at 738 Ann Avenue, Kansas City, Kansas. The counselor(s) selected to provide these services will agree to abide by the policies of the Unified Government and Department of Community Corrections. Agencies, as well as individual contract providers, are encouraged to respond.

Respondents providing such services must meet the requirements, as specified herein.

Solicitations from qualified minority, and women owned business, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. This encouragement does not infer preference and all solicitations will be evaluated equally.

### ***Section 1.03 Existing Environment***

The Unified Government of Wyandotte County/Kansas City, Kansas is a consolidated city/county government serving all of the citizens of the City of Kansas City, Kansas, and Wyandotte County. The City of Kansas City, Kansas is located entirely in Wyandotte County and, along with ten other Kansas and Missouri counties, makes up the Metropolitan Kansas City Region with a population of approximately 1.6 million. The Cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects.

### ***Section 1.04 Required Review***

Respondents should carefully review this solicitation for defects and questionable or objectionable matters. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten (10) days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of respondent's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the contracting officer, in writing, at least ten days before the time set for opening.

### ***Section 1.05 Protests and Appeals***

Any protest or appeal of the award of the Agreement must be in writing and received by the Manager of Procurement within seven (7) days of the County Administrator's decision. The written communication must list the specific areas of protest and suggested remedy. The decision of the Procurement Manager on any protest or appeal shall be final.

**Section 1.06 Inquiries - Clarifications**

All questions regarding the Request for Proposal must be received no later than the date established in the project timetable and shall be directed in writing to the attention of the buyer via email to the Office of Procurement: ATTN: Sharon Reed or e-mail [sreed@wycokck.org](mailto:sreed@wycokck.org)

All questions must be received no later than the date established in the project timetable. Telephone conversations must be confirmed in writing by the interested party.

**Section 1.07 Amendments & Addendums**

Amendments and addendums to the Request for Proposal will be made available on the Unified Government of Wyandotte County e-procurement site which can be accessed at the following web address: <https://purchasing.wycokck.org/eProcurement>.

**Section 1.08 Alternate Proposals**

Deviations from the requirements and specifications are permitted but must be noted separately explaining the nature of the deviation. When listing deviations, refer to the specific provision(s) to which the deviation pertains. Unless a deviation is expressly stated, the proposal shall be evaluated as if it meets ALL specifications, and the company submitting the proposal shall be required to perform All services as required by the specifications.

**Section 1.09 Implied Requirements**

By submission of the proposal, the Respondents certifies all services proposed meet or exceed all requirements as set forth in the Request for Proposals, unless the proposal specifically states otherwise. Any products and services that are not specifically addressed in the RFP, but which are necessary to provide functional capabilities proposed by the respondents must be included in the proposal.

**Section 1.10 Project Timetable & Contract Term**

The project timetable set out herein represents the Unified Government’s best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date, is delayed, the rest of the schedule may be shifted by the same number of days.

EVENT	DATE
Release of REQUEST FOR PROPOSAL	03/14/2024
Deadline of Written Questions from Respondent’s Regarding the REQUEST FOR PROPOSAL	03/22/2024 @3:00p.m.
Deadline of Answers to Written Questions	04/02/2024 @3:00p.m.
Deadline for Submission of Proposals	04/08/2024@2:00 p.m.
Review of Submittals by Voting Committee	04/17/2024
Onsite Interviews	TBD

The contract will be in effect for a period of two (2) years. Provided neither the Unified Government nor the vendor has terms in the contract which they require to be changed, and this program is refunded, this contract may be extended for three (3) additional, one-year terms. A request for a Cost Increase is not automatic, a request must be made 60 days prior to contract renewal and providing detailed supporting documentation. The UG Project Manager or designee will approve any requested increases in writing if they agree with the documentation provided.

### ***Section 1.11 Location of Work***

The location(s) of work is to be performed at Unified Government Department of Community Corrections, vendor sites or otherwise specified locations within the Wyandotte County area.

### ***Section 1.12 Proposals and Presentation Costs***

The Unified Government of Wyandotte County/Kansas City, Kansas will not be liable in any way for any costs incurred by the respondents in the preparation of their proposal in response to the RFP nor for the presentation of their proposal and/or participation in any discussions or negotiations.

### ***Section 1.13 Disclosure of Proposal Contents***

All proposals and other material submitted become the property of the Unified Government and may be returned only at the UG's option. The Kansas Open Records Act requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the respondent's requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the respondents must be clearly identified and the respondents must include a brief statement that sets out the reasons for confidentiality.

### ***Section 1.14 Cooperative Procurement***

If the contractor has indicated agreement to participate in the Cooperative Procurement Program, the contractor shall provide equipment, supplies, and/or services as described herein under the terms and conditions, requirements, and specifications of the contract, including prices, to other government entities. The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the Unified Government bears no financial responsibility for any payments due the contractor by such governmental entities.

### ***Section 1.15 Independent Contractor Relation***

Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party.

The Agreement to be entered into is not intended to be and will not constitute or otherwise recognize a joint venture, partnership agreement or relationship, or formal business organization or association of any kind between the parties; and the rights and obligations of the parties shall be only those expressly set forth in the Agreement. The parties will agree that no persons supplied by the Contractor in

performance of the contract are employees of the Unified Government and further agree that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Contractor shall have the total responsibility for all salaries, wages, workers' compensation insurance, unemployment compensation, bonuses, retirement, withholdings, other benefits, and all taxes and premiums appurtenant thereto concerning such persons and shall hold the Unified Government harmless with respect thereto.

### **Section 1.16 Determination of Responsibility**

Per § 29-198 of the Unified Governments Procurement Code (Duty Concerning Responsibility), before awarding a contract the Procurement Officer must be satisfied that the prospective respondent is responsible.

All offerors shall supply information as requested by the Procurement Officer concerning the responsibility of such offeror. The determination of responsibility shall be governed by Section 29-198 of the Unified Governments Procurement Code and Regulations. The contract file shall contain the basis on which the award is made.

### **Section 1.17 Evaluation**

The selection committee shall evaluate all proposals submitted and shall classify proposals as: acceptable, potentially acceptable (that is reasonably susceptible of being made acceptable), or unacceptable. Vendors whose proposals are unacceptable shall be notified promptly. More detailed evaluation information will be found in section 8 of this RFP.

### **Section 1.18 Equal Treatment**

Respondents will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. The Procurement Officer will establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one respondent's price to another) and disclosure of any information derived from competing proposals are prohibited.

### **Section 1.19 Award**

The contract shall be awarded in whole or in part to the responsible respondents whose proposal is determined to be the most advantageous to the Unified Government taking into consideration all the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

The County Administrator retains the sole and complete discretion to select the successful proposer based upon the evaluation of the selection committee's recommendation. The decision of the County Administrator will be final unless an appeal is filed as described in the protest section.

### **Section 1.20 Tax Clearance for Taxes Owed to Local Governments**

- The Unified Government of Wyandotte County/Kansas City, KS, Johnson County KS, City of Kansas City MO, and Jackson County MO, (collectively the "Local Governments"), have agreed to cooperate with each other to ensure that tax funded contracts are performed by Contractors in compliance with the Tax Laws of the Local Governments. Contactor agrees that the

Contractor shall be in compliance with the respective Tax Laws of the Local Governments throughout the term of this contract and any contract renewals and that proof of Contractor's compliance with the Tax Laws of the Local Governments shall be a condition of award. All Contractors entering into a contract and all subsequent renewals with the Unified Government of Wyandotte County in the amount of \$50,001.00 or more must obtain a Tax Clearance Certification. The Tax Clearance Certification must be signed by an authorized official from all four (4) of the "Local Governments" and submitted to the Unified Government Procurement and Contract Compliance Department. The Tax Clearance Certification shall be valid for a period of one year from the date of issuance and shall not be dated more than sixty (60) days prior to any notice of intent to contract by the County. (Form *will be provided by the Unified Government*).

### **Section 1.21 Notification of Award**

Written notice of award shall be sent to the successful Respondents. The successful Respondents shall, within ten (10) days from the date of receipt of the notice of award, perform the following:

- Submit a performance bond, if required, in the total amount of one hundred percent (100%) of the proposal amount (*Bond form format will be provided by the Unified Government*)
- If the Offeror is not a resident of the State of Kansas, submit an executed Appointment of Process Agent Form or a Foreign Corporation form (Form *will be provided by the Unified Government*).
- Submit a certificate of insurance evidencing insurance as required by the Request for Proposal.
- Ensure that all occupation taxes and fees are paid in full. Offerors are hereby directed to contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780 for information regarding Licensing and Occupational Taxes.
- The Contractor will be required to come into compliance with chapter 11 of the Procurement Code and Regulations regarding Affirmative Action and Equal Employment Opportunity as required by Sections 29-585 and 29-586 of the Code of Ordinance of the Unified Government of Wyandotte County / Kansas City, Kansas.

Contact the Contract Compliance Division located on the 6<sup>th</sup> Floor of the Municipal Office Building, 701 N. 7<sup>th</sup> Street, Kansas City, Kansas 66101, Room 649, or call (913) 573-5440 for information regarding compliance requirements."

- The Unified Government may, at its option, declare the Offeror in default if the Offeror fails to perform all of the above-enumerated conditions, in which case the proposal security shall become the property of the Unified Government.
- All bonds required by this proposal must contain terms and conditions approved by the Unified Government and shall be executed by a surety company authorized to do business in the State of Kansas.

### ***Section 1.22 Right to Reject Proposals***

The Unified Government reserves the right without contest to accept or reject any proposal. Respondents must comply with all of the terms of the RFP, the Unified Government Procurement Code, and all applicable local, State, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Respondents may not restrict the rights of the Unified Government or qualify their proposal. If a respondent does so, the procurement officer may determine the proposal to be a non-responsive counteroffer and the proposal may be rejected.

Minor informalities may be waived by the procurement officer if determined that they:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- do not change the meaning or scope of the RFP,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work; or,
- do not constitute a substantial reservation against a requirement or provision,

If no respondents meet all the mandatory requirements of the Request for Proposals, or if sufficient funds are not available, or if other extenuating circumstances prevail, the Unified Government may choose to make no award and to submit a revised Request for Proposals to respondents at a later date or may choose to negotiate with those submitting proposals.

### ***Section 1.23 Mistakes in Proposals Discovered Prior to Award***

At any time prior to the specified date and time for submission, an respondent may withdraw or modify a proposal prior to the established due date which is either the time and date announced for the receipt of proposals or receipt of modifications to proposals or if discussions have begun, it is the time and date by which best and final offers must be submitted provided that only respondents who submitted proposals by the time announced for the receipt of proposals may submit best and final offers. Any proposal modification must be in writing, executed by an authorized person, and submitted prior to the proposal submission date. The Unified Government will deal with mistakes in proposals.

- 1) **During Discussions: Prior to Best and Final Offers:** once discussions are commenced with any offeror or after best and final offers are requested, any offeror may freely correct any mistake by modifying or withdrawing the proposal until the time and date set for receipt of best and final offers;
- 2) **Minor Informalities:** Minor informalities unless otherwise corrected by an offeror as provided in this Section, shall be treated as they are under competitive sealed bidding;
- 3) **Correction of Mistakes:** if discussions are not held or if the best and final offers upon which award will be made have been received, mistakes may be corrected and intended correct offer will considered only if:

- a) The mistakes and the intended correct offer are clearly evident on the face of the proposal in which event the proposal may not be withdrawn; or
- b) The mistake is not clearly evident on the face of the proposal, but the offeror submits proof of evidentiary value which clearly and convincingly demonstrates both the existence of a mistake and the intended correct offer, and such corrections would not be contrary to the fair and equal treatment of the other offerors.

### ***Section 1.24 Mistakes in Proposals Discovered after Award***

Mistakes shall not be corrected after award of the contract except where the Purchasing Director or head of the User Department finds it would be unconscionable not to allow the mistake to be corrected.

### ***Section 1.25 Ownership of Reports, Drawings, Specifications, etc.***

All reports, drawings, designs, specifications, notebooks, tracings, photographs, negatives, findings, recommendations, data, and memoranda of every description relating to the services described herein and in completion thereof, shall be the property of the Unified Government.

## **Article II. Standard Proposal Information**

### ***Section 2.01 Authorized Signature***

All proposals must be signed by an individual authorized to bind the respondents to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

### ***Section 2.02 Pre-Proposal Conference - Not Required***

A pre-proposal conference will be held at 0:00 pm, Central Standard Time, on March 00, 2024

### ***Section 2.03 Site Inspection***

The Unified Government may conduct on-site visits to evaluate the offeror's capacity to perform the contract. Offerors must agree, at risk of being found non-responsive and having their proposal rejected, to provide the Unified Government reasonable access to relevant portions of their work sites. Site inspection will be made by individuals designated by the procurement officer at the Unified Government's expense.

### ***Section 2.04 Supplemental Terms and Conditions***

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this RFP or that diminish the Unified Government's rights under any contract resulting from the RFP will be considered null and void. The Unified Government is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

- [a] if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- [b] if the Unified Government's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

### **Section 2.05 Discussions with Offerors**

The Unified Government may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions may only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the evaluation committee. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions. Reevaluation will be limited to the specific sections of the RFP opened to discussion by the procurement officer.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made.

### **Section 2.06 Prior Experience**

Specific minimums have been set for this RFP.

### **Section 2.07 Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of the procurement officer and at least two Unified Government employees, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section eight of this RFP.

### **Section 2.08 Contract Negotiations**

After completion of the evaluation, including any discussions held with offerors during the evaluation, the Unified Government may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the Unified Government. If the Unified Government elects to initiate contract negotiations, these negotiations cannot involve changes in the Unified Government's requirements or the contractor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

The offeror will be responsible for all travel and per diem expenses related to contract negotiations.

### **Section 2.09 Failure to Negotiate**

If the selected contractor

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or

- the contractor and the Unified Government, after a good faith effort, simply cannot come to terms,

The Unified Government may terminate negotiations with the contractor initially selected and commence negotiations with the next highest ranked offeror.

## **Article III. Standard Contract Information**

### ***Section 3.01 Contract Type***

The contract will be a fixed price with potential price adjustments.

### ***Section 3.02 Contract Approval***

This RFP does not, by itself, obligate the Unified Government. The Unified Government's obligation will commence when the contract is approved by the Unified Government County Administrator, the Administrator's designate, or the procurement officer. Upon written notice to the contractor, the Unified Government may set a different starting date for the contract. The Unified Government will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the Unified Government.

### ***Section 3.03 Proposal as a Part of the Contract***

Part or all of this RFP and the successful proposal including pricing will be incorporated into the contract.

### ***Section 3.04 Additional Terms and Conditions***

The Unified Government reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### ***Section 3.05 Insurance Requirements***

The successful Respondent must secure the insurance coverage required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. The Respondent's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide ten (10) days written notice to the Unified Government by registered mail prior to any modification, cancellation, nonrenewal, or other change in coverage. The successful Respondent shall provide the Unified Government with Certificates of Insurance concerning the requirements listed.

The policies must be effective prior to the commencement of work and must remain in force until termination of the work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract, or any extension thereof, any required policies of insurance should expire or are canceled, it will be the responsibility of the successful Respondent to furnish to the Unified Government a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to expiration or cancellation date so that there will be no lapse in any coverage.

The Unified Government shall be named as an additional insured. The following minimum coverage is generally required of Contractors providing services:

<b>Worker Compensation</b>	
Applicable State	Statutory
 <b>General Liability</b>	
Each Occurrence	\$500,000.00
Aggregate	\$1,000,000.00

Additional Insured shall read exactly as follows:

The Unified Government shall be named as additional insured with respect to the work performed for this contract: (Provide the BID or RFP title and number)

1. Cancellation Clause shall read exactly as follows:  
Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days prior written notice to the certificate holder.
2. Certificate Holder:  
Provide "RFP 40783, Alcohol & Drug Intervention Services for Youth" in the "miscellaneous" area of certificate.  
Address all certificates to the Unified Government Wyandotte County/Kansas City, Kansas - Purchasing Division, 701 N 7<sup>th</sup> Street – Room 649, Kansas City, KS 66101. Fax 913-573-5444 Office 913-573-5440.

**Section 3.06 Bid Bond – Performance Bond**

**(a) Bid Bond – None Required**

Offerors must obtain a bid bond and submit it with their proposal. A bank-certified check, cash or a Bid Bond underwritten by a surety company licensed to issue Bid Bonds in the State of Kansas must accompany all bids in excess of \$50,000.00. The bank certified check, cash or Bid Bond shall be in an amount not less than five percent (5%) of the total bid. The Bid Bond shall be in substantially the Bid Bond form provided in the specification document. The check or Bid Bond shall be made payable to the Unified Government of Wyandotte County/Kansas City, Kansas. Proposals submitted without a bid bond will be rejected.

If an offeror is selected to receive the contract and fails to negotiate or fails to deliver a fully executed contract after negotiation, the bid bond will be immediately forfeited to the Unified Government. The time limit for negotiation or delivery of a contract is fourteen days from the date the offeror received notice from the procurement officer.

**(b) Performance Bond - None Required**

Offerors must obtain a letter of commitment for a performance bond from a bonding company and submit it with their proposal. The amount of the performance bond must be equal to the entire dollar value of an offeror's offer for the full term of the contract. If the contractor fails to satisfactorily perform the contract the bonding company which provided the performance bond will be required to obtain timely performance of the contract. The actual performance bond

must be obtained from the bonding company and provided to the Unified Government within thirty days of the date of award of the contract. An offeror's failure to provide the performance bond within the required time will cause the Unified Government to reject the proposal.

**(c) Surety Deposit – None Required**

In lieu of a performance bond, an irrevocable letter of credit or cash may be substituted. The amount of the surety deposit must be \$0. Substitution of a surety deposit must be approved by the Purchasing Director prior to its submittal. Any respondent's failure to provide the surety deposit within the required time will cause the Unified Government to reject the proposal.

**Section 3.07 Proposed Payment Procedures**

The Unified Government will make payments based on a negotiated payment schedule. The contracted agency will receive a flat monthly fee for services based on practitioner's 40 hours per week of services to the Wyandotte County Juvenile Justice system.

**Section 3.08 Proposed Payment Option**

A Virtual Payment Option is now available. If you would like to learn contact Accounts Payable, 913-573-5253.

**Section 3.09 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

**Section 3.10 Contract Personnel**

Any personnel named in the proposal as counselor to provide direct treatment shall attend all required provider trainings, team trainings, or treatment retreats as specified in advance by the project director.

Any change of the project team members named in the proposal, including agents of the contractor i.e. counselors, must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the Unified Government may be grounds for the Unified Government to terminate the contract.

Any personnel named in the proposal as counselor to provide direct treatment shall be free from felony conviction and/or supervision in the State of Kansas or any other state for a period greater than 7 years. If said designee is to provide services on site that person shall be free from felony supervision by the Wyandotte County Community Corrections or Court Services Department for a period greater than 10 years.

Any and all project team members shall agree to a criminal background check conducted by the Community Corrections Department. Any subsequent discovery or new charge /conviction shall be disclosed in writing to the project director immediately.

Any party that the contractor wishes to bring as a visitor during services provided onsite shall be approved by the project director prior to the commencement of the visit. This shall include staff

members of the contractor not named to the project team and/or interns. All visitors are subject to criminal background checks conducted by the Community Corrections Department.

The Unified Government has the right to deny or revoke approval of any project team member or visitor based on these criteria.

Failure to comply with these directives may be grounds for the Unified Government to terminate the contract.

### ***Section 3.09 Contract Changes - Unanticipated Amendments***

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments.

The contractor will not commence additional work until the project director has secured any required Unified Government approvals necessary for the amendment and issued a written contract amendment, approved by the County Administrator.

## ***Article IV. Required Contractual Terms and Conditions***

### ***GENERAL CONDITIONS***

The following terms and conditions must be agreed to by the successful Respondents and are hereby made a part of the contract entered into between the Unified Government and the successful Respondents, unless specifically modified in writing:

**Governing Law.** This Agreement is subject to, governed by, and construed according to the laws of the State of Kansas.

2. **Compliance with Law.** BIDDER shall comply with all applicable local, state, and federal laws and regulations in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this Agreement.
3. **Authority To Contract.** BIDDER represents that it possesses legal authority to contract, that it has undertaken any official action required by its governing documents to enter into this Agreement, that its undersigned representative is duly authorized to execute this document on its behalf, that it agrees to be bound by all the provisions of this Agreement, and that the person identified as its official representative is authorized to act on its behalf in the implementation of this Agreement.
4. **Modification of Agreement.** This Agreement may be modified or amended only in writing executed by both parties and will be subject to renegotiation in the event of changes to applicable law, rules, or regulations affecting the subject matter of this Agreement.

- 1.
5. **Cash Basis Law.** This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 *et seq.* and amendments thereto. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Unified Government. This Agreement shall be construed and interpreted so as to ensure that the Unified Government shall at all times stay in conformity with such laws and, as a condition of this Agreement, the Unified Government reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement is deemed to violate the terms of such law. The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government's current budget year or (b) funds made available from any lawfully operated revenue producing source.
6. **Payment of Taxes.** The Unified Government shall not be responsible for, nor indemnify BIDDER for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. If applicable, BIDDER shall pay the Unified Government occupation tax prior to execution of the Agreement.
7. **Licenses and Permits.** BIDDER shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state, or local authority for carrying out this Agreement. BIDDER shall notify the Unified Government immediately if any required license, permit, bond, or insurance is cancelled, suspended, or is otherwise ineffective.

Such cancellation, suspension, or other ineffectiveness may form the basis for immediate termination by the Unified Government in its discretion.

- 2.
8. **Independent Contractor Relation.** The parties agree that the legal relationship between them is of a contractual nature. Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement.

Nothing in this Agreement shall create any right or remedies in any third party. The parties agree that no persons supplied by BIDDER are employees of the Unified Government and that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Unified Government shall not be responsible for withholding of social security, workers compensation insurance, unemployment compensation, bonuses, retirement benefits, other benefits, and any taxes and premiums from any payments made by the Unified Government to BIDDER.

9. **Discrimination in Delivery of Services Prohibited.** During the performance of this Agreement, BIDDER shall deny none of the benefits or services of the program to any eligible participant on the basis of race, religion, color, sex, sexual orientation, gender identity, disability, age, national original, or ancestry.
10. **Equal Opportunity.**
  - a. BIDDER shall observe the provisions of the Kansas Act Against Discrimination, K.S.A. 44-1001 *et seq.* and amendments thereto, and shall not discriminate against any person

in the performance of work under this Agreement because of race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry.

- b. BIDDER will ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, color, sex, disability, age, national origin, or ancestry. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. BIDDER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government setting forth the provisions of this nondiscrimination clause.
- c. BIDDER, in all solicitations or advertisements for employees placed by or on behalf of BIDDER, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, disability, age, national origin, or ancestry.
- d. BIDDER will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor.
- e. BIDDER shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.
- f. If BIDDER fails, refuses, or neglects to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the contract and this Agreement may be terminated, canceled, or suspended, in whole or in part, and BIDDER may be declared ineligible for any further Unified Government contracts for a period of up to one year. Provided that, if a contract is terminated, canceled, or suspended for failure to comply with this section, BIDDER shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility.
- g. BIDDER shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with the Kansas Act Against Discrimination. Such records shall at all times remain open to inspection by the Kansas Human Rights Commission or by the Unified Government.
- h. BIDDER, in carrying out this Agreement, shall also comply with all other applicable existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.

**11. Representations.**

BIDDER makes the following representations:

- a. The price submitted is independently arrived at without collusion.

- b. It has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article XII of the Procurement Code.
  - c. It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in §29-635 (Gratuities and Kickbacks) of the Procurement Code.
  - d. It has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
12. **Waiver of Breach.** The waiver by either party of a breach of any provision of this Agreement will not operate or be construed as a waiver of any subsequent breach by such party.
13. **Severability.** If a court of competent jurisdiction declares any part of this Agreement to be invalid, the balance of the agreement will remain valid and enforceable.
14. **Entire Agreement.** This Agreement and its attachments set forth the parties' entire agreement. Neither party has made any oral or side agreements or representations not contained in this Agreement. This is a legal document and not a mere recital and is binding upon the parties, their representatives, and successors in interest.
15. **Termination for Default.** If BIDDER refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the Procurement Officer may notify BIDDER in writing of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the Procurement Officer, such officer may terminate BIDDER rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.

The Unified Government shall pay BIDDER the costs and expenses and reasonable profit for services performed by BIDDER prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due BIDDER such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by BIDDER because of the default.

Except with respect to defaults of subcontractors, BIDDER shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if BIDDER has notified the Procurement Officer within 15 days of the cause of the delay and the failure arises out of causes such as acts of God, acts of the public enemy, act of the Unified Government and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, or other labor disputes. If the failure to perform is caused by the failure of a subcontractors to perform or to make progress, and if such failure arises out of causes similar to those set forth above, BIDDER shall not be deemed to be in default, unless the services to be furnished by the subcontractors were reasonably obtainable from other sources in sufficient time to permit BIDDER to meet the contract requirements Upon request of BIDDER, the Procurement Officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, BIDDER's progress and

performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly.

If, after notice of termination of BIDDER's right to proceed under the provisions of this clause, it is determined for any reason that BIDDER was not in default under the provisions of this clause, and both the Unified Government and BIDDER agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued.

The following acts committed by BIDDER will constitute a substantial breach of the Agreement and may result in termination of the Agreement:

- If BIDDER is adjudged bankrupt or insolvent;
- If BIDDER makes a general assignment for the benefit of his creditors;
- If a trustee or receiver is appointed for BIDDER or any of his property;
- If BIDDER files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or applicable laws;
- If BIDDER repeatedly fails to supply sufficient services;
- If BIDDER disregards the authority of the Procurement Officer;
- Acts other than those specified may constitute substantial breach of this Agreement.

**16. Termination for Convenience.** *The Procurement Officer may, when the interests of the Unified Government so require, terminate this contract in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to BIDDER specifying the part of the contract terminated and when termination becomes effective.*

BIDDER shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination BIDDER will stop work to the extent specified. The Procurement Officer shall pay BIDDER the following amounts:

All costs and expenses incurred by BIDDER for work accepted by the Unified Government prior to BIDDER's receipt of the notice of termination, plus a reasonable profit for said work.

All costs and expenses incurred by BIDDER for work not yet accepted by the Unified Government but performed by BIDDER prior to receipt of the notice of termination, plus a reasonable profit for said work.

Anticipatory profit for work and services not performed by BIDDER shall not be allowed.

**17. Disputes.** *All controversies between the Unified Government and BIDDER which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by BIDDER for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then BIDDER may proceed as if an adverse decision had been received.*

The Procurement Officer shall immediately furnish a copy of the decision to BIDDER by certified mail, return receipt requested, or by any other method that provides evidence of

receipt. Any such decision shall be final and conclusive, unless fraudulent, or BIDDER brings an action seeking judicial review of the decision in the Wyandotte County District Court.

BIDDER shall comply with any decision of the Procurement Officer and proceed diligently with performance of this Agreement pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of, this Agreement, except where there has been a material breach of the Agreement by the Unified Government; provided, however, that in any event BIDDER shall proceed diligently with the performance of the Agreement where the Purchasing Director has made a written determination that continuation of work under the contract is essential to the public health and safety

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the Unified Government has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of any contingency. Further, the Unified Government shall not agree to pay attorney fees and late payment charges.

18. **Ownership of Materials.** *All property rights, including publication rights, in all interim, draft, and final reports and other documentation, including machine-readable media, produced by BIDDER in connection with the work pursuant to this Agreement, shall be in the Unified Government.*
19. **Availability of Records and Audit.** *BIDDER agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. BIDDER agrees to make available at the offices of the Unified Government at all times during the period set forth in the Request for Proposals any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, BIDDER shall preserve and make available to persons designated by the Unified Government his records for a period of three years from the date of final payment under the Agreement or until all audit questions have been resolved, whichever period of time is longer.*

## **Article V. Background Information**

### Section 5.01 ***Background Information***

The Unified Government of Wyandotte County. The City of Kansas City, Kansas is located entirely in Wyandotte County and, along with ten (10) other Kansas and Missouri counties, makes up the Metropolitan Kansas City Region with a population of approximately 1.6 million. The Cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects.

The Department of Community Correction Juvenile Division is a pre and post adjudication supervision program that targets youth and probationers who have been assessed through the YLS/CMI (Youth Level of Service/Case Management Inventory) at a low to high risk to re-offend. The department of Community of Corrections Juvenile Division supervises:

1. Wyandotte County youth in the custody of the Kansas Department of Corrections - Juvenile Services (KDOC-JS), including those serving a term of incarceration at the State Juvenile Correctional Facility (JCF).
2. Wyandotte County youth who have been conditionally released from a Juvenile Correctional Facility (CR).
3. Wyandotte County youth supervised on probation through the Juvenile Intensive Supervision Program (JISP).
4. Family members and pre-adjudicated youth involved with the Juvenile Justice System through family-based programming such as Family Engagement.

## **Article VI. Project Scope**

### **Section 6.01 Scope and Objectives**

It is the intent of the Unified Government to procure a Certified and licensed Alcohol and Drug Abuse Counselor(s) for the following services for the Juvenile Court as managed by the Department of Community Corrections:

*Note: Justice involved youth may turn 18 during their involvement with the juvenile justice system and require "young adult" substance abuse services.*

- Provide 40 hours per week of onsite services to justice involved youth (pre and post adjudicated) at the Wyandotte County Juvenile Justice Center.
- Conduct substance abuse evaluations/assessments for youth and young adults.
- Provide substance abuse education/prevention session(s) as needed for youth and young adults.
- Provide Level I and Level II outpatient treatment (individual and/or group) for youth and young adults.
- Provide Youth Level I and Level II outpatient treatment (individual and family based)
- Provide liaison services for youth and young adults to enter Residential/Intermediate Treatment when appropriate.
- Provide aftercare and/or reintegration services treatment for young adults and youth, (or liaison to appropriate program.)
- Participate in scheduled juvenile court hearings relating to clients, provide progress updates for court staff.
- Document client attendance, participation, progress, changes in treatment plan, etc., to the supervising officer or his/her designee at designated intervals in a designated format.

- Maintain appropriate clinical documentation on all clients served.
- Create substance abuse related educational and resource material for parents/guardians of justice involved youth and young adults.
- Provide professional guidance and resources to justice system workers during youth and young adult case planning meetings as needed.
- Keep current on new drug trends in the community, and work to educate justice professionals.
- Participate in task forces or committees to attempt problem solving regarding substance abuse issues.

**Section 6.02 Each Proposal must contain the Following:**

- Most recent KDADS Behavioral Health / Substance Use Disorder licensure/certification.
- Site visit results from KDADS and any Corrective Action Plans for the last 24 months.
- Any adverse incidents and/or KDADS investigations reports in the last 24 months for the agency and counselors assigned to this project.
- Copy of each counselor's (assigned to this project) current LAC or LCAC.
- Copy of most recent financial audit. (if applicable)
- Letters of support (not required)
- Copy of 501 © (3) Designation (if applicable)
- Organizational Chart
- Copy of liability insurance on staff which would support actions taken under an award.

**Each Proposal must also contain the following information:**

- A. Statement of Interest
- a) Letter of Interest in providing the services requested in this proposal document.
  - b) Signed proposal form (provided) consisting of the name of the Respondents and the location of the Respondent's principal place of business.
  - c) In addition, please provide locations of all of your offices in the greater Kansas City area.

- d) Please identify who the administrative representative would be for this project. Please provide a brief history of the administrator's experience in working with grant funded programs and service contracts.

## B. Current Condition

### a) Agency

- I. Statement of Qualifications in providing the services requested in this proposal document.
- II. Provide an overview of Substance Abuse Treatment Services currently provided. Include information regarding specific populations served, numbers served, treatment modalities, average length of treatment services, etc....
- III. Please describe your experience in designing substance abuse treatment protocols for offenders. Do you currently utilize a specific curriculum designed to work with offenders? If so, describe the curriculum.
- IV. A listing of other contracts or services similar in scope, size, or discipline to the required services we are requesting to be performed.
- V. How many substance abuse clients did your agency provide a) evaluations b) treatment services for in the past two (2) years? Of those what percentage(s) were adults? What is the average length of time between assessment and placement in a treatment program?
- VI. Explain in variance in services for special populations, i.e. females, elderly etc.
- VII. What are your protocols and/or restrictions regarding group, size, days/times available to provide services and staff security?

### b) Staffing

- I. The abilities, qualifications, and experience of all persons who will be assigned to provide the required services.
- II. Include information regarding education, licensure, certification, and years in field.
- III. How long have the assigned clinicians been with the agency?
- IV. How many hours per week is each of the assigned clinicians available to work? How many weeks per year?
- V. What are your plans for coverage should a counselor(s) assigned to this project be unavailable? (i.e. sick, on vacation, left employment, etc....)
- VI. Please indicate the number(s) of substance abuse clinicians employed and resigned/dismissed during the past three years.

## C. Methods/Philosophy

- a) What is the substance abuse treatment philosophy of the clinician/agency?
- b) Describe your case management/ treatment planning process. Please provide a sample treatment plan.

- c) Do you utilize a Cognitive Behavioral Treatment Program? If so, what curriculum do you utilize? How do you incorporate the curriculum into substance abuse treatment? What special certification does your staff hold, if not explained in another section?
- d) Do you incorporate family into the treatment plan?
- e) Do you utilize any Evidence Based Programs or Practices as defined by SAMSHA’s National Registry of Evidence Based Programs and Practices? If so. List them and describe how you target clients for this treatment and how the practice/program is implemented.

D. Please include the following information as it applies to your treatment of adults:

- a) If you conduct substance abuse assessments/evaluations, what tools do you utilize?
- b) Describe the length/structure of your program if not already completed in 6.01B.
- c) How do you handle relapses?

**Article VII. Proposal Format**

**PROPOSALS WILL NOT BE CONSIDERED UNLESS AN OFFICER AUTHORIZED TO BIND THE OFFERING COMPANY SIGNS THE SIGNATURE PAGE.**

ALL PROPOSALS MUST BE SEALED AND PLAINLY MARKED ON THE OUTSIDE OF EACH SEALED ENVELOPE:

**Proposal – RFP “R40783, Alcohol & Drug Intervention Services for Youths”**

**One (1) Copy and One (1) original and one (1) copy of the complete response must be submitted on a CD-ROM or flash drive in Word Format** and be included in the hard copy submittal prior to the closing date of your proposal and supplementary material should be submitted to:

**Office of the Unified Clerk, Municipal Office Building  
701 North 7th Street, Suite 323  
Kansas City, Kansas 66101-3064**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THE TIME LISTED IN THE RFP CALENDAR OF EVENTS. LATE PROPOSALS WILL NOT BE CONSIDERED.

**Section 7.01 Proposal Format and Content**

The Unified Government of Wyandotte County discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the responding solution provider’s capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be on completeness and clarity of content.

Responding solution provider must follow all formats and address all portions of the Request for Proposal set forth herein providing all information requested. Responding solution provider may retype or duplicate any portion of this Request for Proposal for use in responding to the Request for Proposal,

provided that the proposal clearly addresses all of the Unified Government of Wyandotte County's information requirements.

Each responding solution provider must provide all documentation required.

Responses should follow the same numerical sequence and structure as this Request for Proposal. A complete response for each section and numbered condition of the Request for Proposal must be provided by Respondents.

**Please tab and indicate each section.**

If responding solution provider is in full compliance with the section or numbered condition, the appropriate response is, "Read, agreed and will comply." Otherwise, responding solution provider's response should state, "Read and do not comply."

Any exceptions to this Request for Proposal, where responding solution provider's response is "Read and do not comply" must be addressed in an Exceptions Addendum to responding solution provider's Request for Proposal response.

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the Unified Government of Wyandotte County's sole discretion, result in the rejection of the proposal.

Proposals must not contain extraneous information. All information presented in a proposal must be relevant in response to a requirement of this Request for Proposal, must be clearly labeled, and, if not incorporated into the body of the proposal itself, must be referenced to and from the appropriate place within the body of the proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered.

### ***Section 7.02 Electronic Filing Requirements***

A respondent may submit a complete copy of its response on the Unified Government's e-procurement site which can be accessed at; <https://purchasing.wycokck.org/eProcurement>. Also, one (1) copy of the complete response must be submitted on a CD-ROM or flash drive in Word Format and be included in the hard copy submittal prior to the closing date. If components of the response, such as spreadsheets, pictures, charts, or diagrams require the functionality of a non-word-processing application, they must be submitted in Microsoft Excel or Microsoft PowerPoint format.

Any respondent that does not comply with these policies may be disqualified from the procurement.

### ***Section 7.03 Introduction***

Proposals must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the Unified Government should contact regarding the proposal.

Proposals must confirm that the firm will comply with all of the provisions in this RFP, and if applicable, provide notice that the firm qualifies as a Unified Government bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

**Section 7.04 Understanding of the Project**

Offerors must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

**Section 7.05 Methodology Used for the Project**

Offerors must provide a comprehensive narrative statement that sets out the methodology they intend to employ and illustrates how their methodology will serve to accomplish the work and meet the Unified Government's project schedule.

**Section 7.06 Management Plan for the Project**

Offerors must provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the Unified Government's project schedule.

**Section 7.07 Experience and Qualifications**

Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP, illustrate the lines of authority, designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

1. title,
2. resume,
3. location(s) where work will be performed, and
4. Itemize the total cost and the number of estimated hours for each individual named above.

Provide reference names and phone numbers for similar projects your firm has completed.

**Section 7.08 Cost Proposal**

Offeror's cost proposals must include an itemized list of all direct and indirect costs associated with the performance of this contract including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

All rate quotes should be all inclusive, (paperwork, charting, report preparation, peer review, consultation, administration of assessment tools, etc....). You may quote both hourly and/or capacity rates as you wish.

Please return this completed form along with your proposal.

Costs shall be fixed for one (2) year. Please provide an annual maximum percentage increase over the base year (year one) for extension year one (1), two (2) and three (3).

1<sup>st</sup> Year Extension \_\_\_\_\_ (% of maximum increase over base year)

2<sup>nd</sup> Year Extension \_\_\_\_\_ (% of maximum increase over base year)

3<sup>rd</sup> Year Extension \_\_\_\_\_ (% of maximum increase over base year)

Note: The request for a price increase is not automatic. The final decision resides with the Unified Government and the availability of funds.

**This form shall be submitted along with your proposal.**

## **Article VIII. Evaluation and Selection**

### **Section 8.01 *Selection Criteria***

#### **(a) Experience, Knowledge, Qualifications (this will include the quality of the application) 60%.**

Proposals may be evaluated against the questions set out below.

1. How well has the respondents demonstrated a thorough understanding of the purpose and scope of the service?
2. How well has the respondents identified pertinent issues and potential problems related to the service?
3. How well has the respondents demonstrated that it understands the deliverables the Unified Government expects it to provide?
4. How well has the respondents demonstrated that it understands the Unified Government's time schedule and can meet it?
5. Completeness of responses to all required items.
6. Do the individuals assigned to the service have experience on similar services?
7. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the service required?
8. How extensive is the applicable education and experience of the personnel designated to work the service?
9. How knowledgeable are the respondent's personnel of the local area and how many individuals have worked in the area previously?
10. Experience in delivery of proposed services?

#### **(b) Methodology 20%**

Proposals may be evaluated against the questions set out below.

1. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?
2. How well does the methodology match and contribute to achieving the objectives set out in the RFP?
3. How well does the methodology impact the target population?

**(c) Cost 20%.**

Overall, a minimum of 20% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences set out in the RFP.

## **Attachments**

Attachment A: Signature page

Attachment B: Cooperative Form

Attachment D: Debarment Form

Attachment E: Self-Perform Form

# Attachment "A"

## AUTHORIZED SIGNATURE FORM

By submission of this RFP, the undersigned certifies that:

- It has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government and Proposer has not and will not attempt to influence the Unified Government's decision to award a potential contract from this solicitation by employing a former UG employee or elected official who has left the UG less than one year ago;
- It has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person.
- It has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,
- The prices contained in this proposal have been arrived at independently and without collusion, consultation, communication, or agreement intended to restrict competition.
- It has the full authority of the Respondents to execute the Proposal and to execute any resulting contract awarded as the result of, or on the basis of, the Proposal.
- Respondent agrees to every requirement and condition set forth in this RFP.
- By the below signature, I hereby certify that I have both the legal authority from my business/firm and the right to enter into this contractual agreement with the Unified Government of Wyandotte County, and have read, understood, and hereby fully accept all the terms, conditions, specifications, and pricing information contained within this document as well as any and all subsequent pages, addenda, and notices.

I hereby certify that the attached proposal has been prepared in compliance with the specifications and will not withdraw for a period of 120 days.

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

***This form shall be submitted along with your proposal***

## **Attachment “B”**

### **COOPERATIVE PROCUREMENT**

This section is optional, it will not affect the award.

#### **COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:**

- 1) If Wyandotte County awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES \_\_\_\_\_ NO \_\_\_\_\_

INITIALS: \_\_\_\_\_

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposal and any subsequent contract.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the RFP or contract unless they are specifically named in the Request for Proposal.
- 4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
- 5) The principal contracting officer (PCO) is responsible for handling the solicitation and awarding the contract. The PCO has sole authority to modify the contract and handle disputes regarding the substance of the contract. The PCO is the Purchasing Administrator, Unified Government of Wyandotte County/Kansas City, Kansas.
- 6) Each jurisdiction that is a party to the joint RFP has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments, and handle disputes involving shipment to the jurisdiction.

***This form shall be submitted along with your proposal.***

**Attachment “C”**

**DEPARTMENT OF PROCUREMENT & CONTRACT COMPLIANCE**



**SUPPLIER CERTIFICATION REGARDING DEBARMENT AND/OR SUSPENSION**

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of \$50,000. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
  - a. The Solution Provider and/or any of its Principals:
    - i. \_\_\_\_\_ Are \_\_\_\_\_ Are not.
    - ii. Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
    - iii. \_\_\_\_\_ Have \_\_\_\_\_ Have not
    - iv. Within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
    - v. \_\_\_\_\_ Are \_\_\_\_\_ Are not
    - vi. Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1) (a)(ii) of this provision; and
    - vii. \_\_\_\_\_ Have \_\_\_\_\_ Have not
    - viii. Within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
  
2. “Principals,” for the purpose of this certification, means officer; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manger; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction

of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.

- 3. The Solution Provider shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Solution Provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. A certification that any of the items in this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Solution Provider’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Unified Government Procurement Department may render the Solution Provider non-responsive.
- 5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Solution Provider is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and
- 6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Solution Provider knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project

**For Office Use Only: Bid** \_\_\_\_\_

**RFP** \_\_\_\_\_

**P.O. #** \_\_\_\_\_

***This form shall be submitted along with your proposal.***

## **Attachment “D”**

### **Intent to Self Perform**

Affidavit of

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type of project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and the Bidder agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments contained herein.

Sign \_\_\_\_\_

***This form shall be submitted along with your proposal.***