

# Department of Procurement and Contract Compliance

## REQUEST FOR PROPOSAL



### **RFP R41352**

**“Evaluator for Personal Responsibility Education Program  
(Wyandotte County Sexual Health Information for Teens)”**

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## **Article I. General Information**

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

Section 29-154 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code allows for the use of Competitive Sealed Proposals (RPF) process when it is determined that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government by the Procurement Department as permitted.

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

The Unified Government of Wyandotte County/Kansas City, Kansas, Public Health Department (UGPHD) is seeking an evaluator to conduct an evaluation of its 2024-2027 Competitive Personal Responsibility Education Program (PREP) grant project. The project provides sexual health and personal responsibility education to 7<sup>th</sup> graders at middle schools within the Kansas City, KS Public School district. This Request for Proposal does not guarantee the Unified Government will award for such services. All information provided by Offers shall be at no cost and without obligation to the Unified Government. **All firms/contractors must be registered in SAM.gov prior to contract award.**

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

Solicitations from qualified minority, and women owned businesses, and, firms are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. However, 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, including, through county programs, residents of Wyandotte County's unincorporated areas and the three other cities within its borders: Bonner Springs, Edwardsville, and a portion of Lake Quivira. The City of Kansas City, Kansas is located entirely in Wyandotte County which, along with ten other Kansas and Missouri counties, makes up the Greater Kansas City Metropolitan Area with a population of approximately 2.1 million. For clarity, 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. This RFP focuses exclusively on the City of Kansas City, Kansas and Wyandotte County, Kansas. Wyandotte County has a current population of over 165,000, making it the fourth most populated county in Kansas. Notably, the county population is diverse, with a mix of White (37.1%), Black (21.2%), and Hispanic/Latino (34.3%) residents; the median annual household income here is approximately \$57,700, and 16% of county residents live below the poverty line.

**Section 1.04 Required Review**

Offerors should carefully review this solicitation to fully understand the scope of work and for defects and questionable or objectionable items. Comments or questions concerning this RFP 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 addendums which will be shared publicly and with all notified potential bidders. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these issues have not been brought to the attention of the procurement officer, in writing, at least ten (10) 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 Director of Purchasing within seven (7) days of the County Administrator's decision of award of contract. The written communication must list the specific areas of protest and suggested remedy. Only timely protests or appeals will be considered, and the decision of the Purchasing Director on any protest or appeal shall be final and binding with no further appeal.

**Section 1.06 Inquiries - Clarifications**

Any questions regarding the Request for Proposal shall be directed in writing to the attention of the buyer via fax or email, to the Office of Procurement and Contract Compliance ATTN: Kelly Regan, [kregan@wycokck.org](mailto:kregan@wycokck.org), Room 649, 701 North 7th Street, Kansas City, Kansas 66101. All questions must be received no later than the date established in the project timetable. Telephone conversations must be followed up in writing by the interested party.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written addendum to the RFP. The procurement officer will determine the appropriate method to be used.

**Kelly Regan**  
913-573-5447 phone  
913-573-5444 fax  
[kregan@wycokck.org](mailto:kregan@wycokck.org)

**Section 1.07 Amendments & Addenda**

Amendments and addenda will be issued to offerors known to have the Request for Proposal and will also be made by available publicly on the Unified Government's website at least three (3) days prior to the due date of the RFPs.

**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 Offeror certifies all services proposed meet or exceed all requirements as set forth in the Request for Proposals, unless the proposal specifically states otherwise. It will be in the sole discretion of the Unified Government to determine whether alternative proposals will be considered. Any products and services that are not specifically addressed in the Request for Proposal, but which are necessary to provide functional capabilities proposed by the offeror 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.

<b>Proposed Project Schedule Date</b>	<b>Event</b>
<b>JANUARY 2, 2025</b>	<b>Distribution of RFP</b>
<b>JANUARY 6, 2025, 2:00 PM CST</b>	<b>Deadline for Offerors to submit written questions</b>
<b>JANUARY 8, 2025, 5:00 PM CST</b>	<b>Deadline for answering questions from offerors will be provided</b>
<b>JANUARY 16, 2025, 3:00 PM CST</b>	<b>Responses Due</b>
<b>JANUARY 24, 2025</b>	<b>Notice of Award</b>
<b>FEBRUARY 1, 2025</b>	<b>Contract Start</b>

The length of the contract will be from the date of award and continue for a term length of September 29, 2025, grant project running 9/30/2024 – 9/29/2027 the Unified Government, in its sole discretion, may renew this contract for up to two (2) additional one (1) year terms, pending the approval of grant funding for Years 2 and 3 of the project.

During the term of the contract, the Unified Government may request additional services not anticipated at contract inception. If the Unified Government makes such a request for additional services, the Consultant shall submit a written scope of the additional work including an estimate of additional costs for the performance of such additional work. No change in scope shall be effective nor shall additional compensation be paid except on the basis of the provisions of a written supplemental agreement which may be duly entered into by the parties to this Agreement.

**Section 1.11 Location of Work**

The location(s) the work is to be performed at the Kansas City, KS Public School district for 7<sup>th</sup> graders in middle schools within the Unified Government of Wyandotte County/Kansas City, Kansas.

**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 offeror in the preparation of their proposal in response to the Request for Proposal 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. Kansas Open Records Act, K.S.A. 45-215 *et seq.*, 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 offeror requests, in writing, that the procurement officer does so, and if the procurement officer, in consultation with the Legal Department of the Unified Government agrees, in writing, to do so subject to the Kansas Open Records Act requirement. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for requesting confidentiality.

**Section 1.14 Cooperative Procurement**

By responding to this Request for Proposals, the Offeror agrees to participate in the Cooperative Procurement Program for cities, counties, and other public agencies located in the Kansas City metropolitan region as defined by Mid America Regional Council, and the selected 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 offeror further understands and agrees that participation by other governmental entities is fully voluntary on the part of those governmental entities and the Unified Government bears no financial responsibility for any payments due the contractor by any such governmental entities that choose to participate in cooperative procurement under any contract resulting from this Request for Proposals.

**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 Offeror 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 Offeror shall maintain 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 (Responsibility of bidders and offerors) of the Procurement Code of the Unified Government of Wyandotte County/Kansas City, Kansas ("the Procurement Code"), before awarding a contract, the Procurement Officer must be satisfied that the prospective offeror 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 § 29-198 of the Procurement Code. 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. Offerors whose proposals are unacceptable shall be notified promptly. More detailed evaluation information will be found in section 8 of this Request for Proposal.

**Section 1.18 Equal Treatment**

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussions and clarification of proposals. The Procurement Officer will establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one offeror'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 offeror 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 a protest is filed as described in the protest section 1.05

### **Section 1.20 Notification of Award**

Written notice of award shall be sent to the successful Offeror.

- The successful Offeror 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 can be requested **from the Procurement Department**).
  - 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.
  - Come into compliance with Article XI of the Procurement Code regarding Affirmative Action and Equal Employment Opportunity as required by §§ 29-585 and 29-586 of the Procurement Code.

Contact the Procurement and 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 the above-enumerated conditions.

- 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.
- 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 Offerors in compliance with the Tax Laws of the Local Governments. Offeror agrees that the Offeror 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 Offeror’s compliance with the Tax Laws of the Local Governments shall be a condition of award. All Offerors 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 within thirty (30) days of the notice of award. 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 (1) 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 to the successful Offeror by the Unified Government*).

### **Section 1.21 Right to Reject Proposals**

The Unified Government reserves the right to accept or reject any proposals or alternate proposals. Offerors must comply with all 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 the material and substantial terms, conditions, and performance requirements of the RFP.

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 an unacceptable reservation against a requirement or provision.

If no offerors meet all the mandatory requirements of the Request for Proposals, 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 scope through a subsequent Request for Proposals at a later date, or may choose to negotiate with those submitting proposals.

**Section 1.22 Mistakes in Proposals Discovered Prior to Award**

At any time prior to the established due date for submission, Offeror may withdraw or modify a proposal. The established due date is defined as either the time and date announced for the receipt of proposals or 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 offerors 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 Offeror, and submitted prior to the proposal submission date.

After submittal of the response and prior to any evaluations of the submitted proposals, mistakes in proposals may only be corrected and accepted as an intended correct offer in the sole discretion of the Purchasing Department on behalf of the Unified Government.

**Section 1.23 Mistakes in Proposals Discovered after Award**

Corrections to mistakes shall not be allowed after award of the contract unless permitted in the sole discretion of the Procurement Department on behalf of the Unified Government.

**Section 1.24 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 become the property of the Unified Government upon finalization.

**Article II. Standard Proposal Information****Section 2.01 Authorized Signature**

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

**Section 2.02 Supplemental Terms and Conditions**

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this Request for Proposal or that diminish the Unified Government's rights under any contract resulting from the Request for Proposal, whether provided by the contract or by Kansas Statute, shall be 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 Request for Proposal, the term or condition of the Request for Proposal 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 shall be null and void.

### **Section 2.03      *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 Request for Proposal and proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions will be limited to specific sections of the Request for Proposal 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.

Offerors with a disability needing accommodation during the discussion process should contact the Procurement Officer prior to the date set for discussions so that reasonable accommodation can be made.

### **Section 2.04      *Evaluation of Proposals***

The Procurement Officer, or an evaluation committee made up of the procurement officer and at least two (2) Unified Government employees, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section eight of this Request for Proposal.

### **Section 2.05      *F.O.B. Point***

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all the prices offered must include the delivery costs to any location within Wyandotte County, Kansas.

### **Section 2.06      *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 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 offeror's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

Offeror will be responsible for all travel and per diem expenses related to contract negotiations, and these expenses shall not be reimbursable.

### ***Section 2.07 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
- if the offeror 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***

This contract is a Fixed Price contract.

Any proposal containing a modifying or "escalator" clause will not be considered. The proposal price for each item shall include all materials, labor, supervision, management, and overhead to be performed at the specified location(s) within Wyandotte County and Kansas City, Kansas.

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

This Request for Proposal does not, by itself, obligate the Unified Government. The Unified Government's obligation will commence when the resulting contract under the Request for Proposals is approved by the Unified Government County Administrator or the Administrator's designate. Upon written notice to the Offeror, 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 Offeror, 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 Request for Proposal and the successful proposal may be incorporated into the contract by reference.

### **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 Request for Proposals and will not affect the proposal evaluations. Additionally, the Unified Government's General Conditions, contained in Article IV., below, are a required part of all Unified Government contracts. Offeror understands and agrees that in submitting a proposal in response to this Request for Proposals, it agrees to the Unified Government's General Conditions unless otherwise noted in the Offeror's proposal. It is in the sole discretion of the Purchasing Department on behalf of the Unified Government to accept or reject the proposed change to the General Conditions.

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

The successful Offeror must secure insurance coverage as required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. Offeror'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.

#### **Insurance Requirements**

Upon award of the contract, the successful Offer shall provide a Certificate of Insurance that contains the following coverage and limits:

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, non-renewal or other change in coverage. The successful Offeror 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 insurance policies are scheduled to expire or be canceled, it will be the responsibility of the Offeror to furnish to the Unified Government a Certificate of

Insurance indicating renewal or an acceptable replacement of the policy prior to expiration or cancellation date so that there will be no lapse in any coverage.

The successful Offeror shall indemnify the Unified Government of Wyandotte County/Kansas City, Kansas and save it harmless against any and all loss, damage, expense, liability or claim of liability, expense for injury, death, or damage to property directly caused by Offeror’s negligence arising out of performance by Offeror of the agreement.

The Unified Government shall be named as an additional insured as described below. The following minimum coverage is required of any Offeror providing services:

<u>Coverage:</u>	<u>Limits of Liability:</u>
Workers Compensation	Statutory
Combined Automobile Bodily Injury And Automobile Property Damage	\$500,000 per occurrence
Errors and Omissions	\$1,000,000 aggregate
Professional Liability	\$1,000,000 aggregate

1. The “additional insured” provisions of the insurance policy shall read exactly as follows:  
The Unified Government of Wyandotte County and Kansas City, Kansas, shall be named as additional insured with respect to the work performed for the contract(s): “Request for Proposal R41352 “Evaluator for Personal Responsibility Education Program (Wyandotte County Sexual Health Information for Teens)”.
2. 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 ten (10) days prior written notice of cancellation to the certificate holder.
3. Provide Request for Proposal number and title in the “miscellaneous” area of certificate and address all certificates to the Unified Government of 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 Proposed Payment Procedures**

The Unified Government will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the

invoice and progress report have been approved by the Unified Government project point of contact.

### **Section 3.07     *Informal Debriefing***

When the contract is completed, an informal debriefing may be performed at the discretion of the Unified Government. If performed, the scope of the debriefing will be limited to the work performed by the offeror.

### **Section 3.08     *Contract Personnel***

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the Unified Government project point of contact and/or designee. Personnel changes that are not approved by the Unified Government 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 Offeror 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 Unified Government point of contact for the project will provide successful offeror a written description of the additional work and request a time schedule and a schedule of hourly rates for the additional work that may be requested. Cost and pricing data must be provided to justify the cost of such amendments.

Successful offeror will not commence additional work until the Unified Government project point of contact 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 Offeror and are hereby made a part of the contract entered into between the Unified Government and the successful Offeror, unless specifically modified in writing:

1. **Parties:** Unified Government of Wyandotte County/Kansas City, Kansas, hereinafter called "Unified Government", and " \_\_\_\_\_ ", hereinafter called "Contractor."

2. **Compliance with Law.** CONTRACTOR 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.** CONTRACTOR 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.
5. **Assignment.** Neither CONTRACTOR nor the Unified Government shall, sell, transfer, assign, or otherwise dispose of any rights or obligations created by this Agreement without the written consent of the other party.
6. **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.
7. **Payment of Taxes.** The Unified Government shall not be responsible for, nor indemnify CONTRACTOR for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. If applicable, CONTRACTOR shall pay the Unified Government occupation tax prior to execution of the Agreement.
8. **Licenses and Permits.** CONTRACTOR shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state, or local authority for carrying out this Agreement. CONTRACTOR 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.

9. **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 CONTRACTOR 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 CONTRACTOR.
10. **Discrimination in Delivery of Services Prohibited.** During the performance of this Agreement, CONTRACTOR shall deny none of the benefits or services of the program to any eligible participant on the basis of race, religion, color, sex, disability, age, national origin, or ancestry.
11. **Equal Opportunity and Affirmative Action.**
- a. CONTRACTOR shall observe the provisions of the Kansas Acts 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, disability, age, national origin, or ancestry.
  - b. CONTRACTOR will take affirmative action to 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. CONTRACTOR 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. CONTRACTOR, in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.
  - d. CONTRACTOR 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. CONTRACTOR shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.
- f. If CONTRACTOR 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 CONTRACTOR 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, CONTRACTOR shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility.
- g. CONTRACTOR 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. CONTRACTOR, 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.

**12. Representations.**

CONTRACTOR 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 of the Unified Government of Wyandotte County/Kansas City, Kansas.
- 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.

13. **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.
14. **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.
15. **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.
16. **Disclaimer of Liability.** The Unified Government shall not hold harmless or indemnify CONTRACTOR for any liability whatsoever.
17. **Termination for Default.** If CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR's 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 CONTRACTOR the costs and expenses and reasonable profit for services performed by CONTRACTOR prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due CONTRACTOR such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by CONTRACTOR because of the default.

Except with respect to defaults of subcontractors, CONTRACTOR shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if CONTRACTOR 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, CONTRACTOR 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 CONTRACTOR to meet the contract requirements Upon request of CONTRACTOR, 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, CONTRACTOR'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 CONTRACTOR 's right to proceed under the provisions of this clause, it is determined for any reason that CONTRACTOR was not in default under the provisions of this clause, and both the Unified Government and CONTRACTOR 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 CONTRACTOR will constitute a substantial breach of the Agreement and may result in termination of the Agreement:

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

18. **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 CONTRACTOR specifying the part of the contract terminated and when termination becomes effective.

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

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

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

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

19. **Disputes.** All controversies between the Unified Government and CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR may proceed as if an adverse decision had been received.

The Procurement Officer shall immediately furnish a copy of the decision to CONTRACTOR 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 CONTRACTOR brings an action seeking judicial review of the decision in the Wyandotte County, Kansas District Court.

CONTRACTOR 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 CONTRACTOR 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.

20. **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 CONTRACTOR in connection with the work pursuant to this Agreement, shall be in the Unified Government.
21. **Availability of Records and Audit.** CONTRACTOR 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. CONTRACTOR 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, CONTRACTOR 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.

22. **No Limit of Liability.** Nothing in this Agreement shall be construed to limit CONTRACTOR's liability to the Unified Government as such liability may exist by or under operation of law.
23. **Indemnification.** CONTRACTOR shall indemnify, defend, and hold the Unified Government harmless from and against all claims, losses, damages, judgments or costs arising from or in any way related to CONTRACTOR's activities to be carried out pursuant to the obligations of this Agreement. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in this or any other agreement and shall survive termination of this or any other agreement between the parties hereto or thereto.
24. **Governing Law.** The Agreement and the rights and obligations of the parties hereunder are to be governed by and construed and interpreted in accordance with the laws of the State of Kansas applicable to contracts made and to be performed wholly within Kansas, without regard to choice or conflict of laws rules. The parties hereto submit to the exclusive jurisdiction of and venue in the state courts located in Wyandotte County, Kansas, or the U.S. District Court, District of Kansas, for purposes of any suit arising hereunder instituted by any party.
25. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. Electronic and digital format signatures (e.g., .JPG, .PDF) shall be considered as original signatures. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of Electronic Transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

## **Article V. Background Information**

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

The Unified Government (UG) of Wyandotte County/Kansas City, Kansas was created upon the consolidation of the governments of the City of Kansas City, Kansas and Wyandotte County, Kansas, effective October 1, 1997. The county, covering 155.7 square miles, is located on the eastern border of the State of Kansas and has a current population of over 165,000; along with three other Kansas counties and seven Missouri counties, Wyandotte County is part of the Kansas City Metropolitan Statistical Area, which has a population of over two million. As described in Section 1.03, unique challenges are present here, given the need to serve a diverse population who experience a high poverty rate within a relatively populous county in the State of Kansas.

The Public Health Department in Wyandotte County, Kansas has been in existence since 1910, when the first Kansas City, Kansas Municipal Health Department was formed. In 1943, a combined City-County Department of Health was created and began providing services at the current location today. At that time, the scope of the Public Health Department expanded to provide safeguards for, and improvements of, health in the community. Today, the Unified Government Public Health Department (UGPHD) provides continued safeguards for the county residents' personal and environmental health and wellbeing, and has a mission "To prevent disease, promote wellness, and to protect and improve the environment in Wyandotte County".

The UGPHD promotes health and a safe environment for a better community by providing a host of services that range from promoting and encouraging healthy lifestyle behaviors to diagnosing, investigating and preventing health and environmental problems and hazards in the community. In conversations with staff in most of our program areas we learned what our staff are most proud of, and what we wish more people knew about the UGPHD and its different program areas. Here are some of the key themes we found:

- The Health Department is here for our community – ALL of our community.
- Our community's health goes way beyond health care.
- We offer a wide array of services and initiatives.
- We are proud to be a source of health information and expertise for our community.
- The Health Department strives to build partnerships with other organizations.
- We want to keep improving to better serve our community.

The UGPHD is comprised of seven divisions: Clinical Services; Women, Infants and Children; Administration; Strategic Operations & Communications; Community Health; Epidemiology; and Environmental Health. These divisions conduct work that ranges from immunizations and laboratory services to the tracking of communicable disease (inclusive of the ongoing COVID-19 response) and air quality in our community, as well as assistance for individuals in need of nutritional support, to cite a few examples. Furthermore, we work to keep local schools and childcare facilities safe and are responsible for emergency preparedness, while endeavoring to

address health inequities and support health policies that will benefit our entire community. Significant recent changes include the reestablishment of a Board of Health, permitting increased engagement with policymakers, a 2024-2028 Community Health Improvement Plan (CHIP) which incorporated an increased focus on the social determinants of health, and accreditation with the Public Health Accreditation Board in 2020 while simultaneously engaging in a robust response to the COVID-19 pandemic.

## **Article VI. Project Scope**

### **Section 6.01 *Scope of Work***

The Unified Government of Wyandotte County/Kansas City, Kansas Public Health Department (UGPHD) is seeking an evaluator to conduct an evaluation of its 2024-2027 Competitive Personal Responsibility Education Program (C-PREP) grant project. The project provides sexual health and personal responsibility education to 7<sup>th</sup> graders at middle schools within the Kansas City, KS Public School district.

### **Section 6.02 *Project Overview and Evaluation Plans***

#### **Project Overview (included in the grant narrative)**

The Unified Government Public Health Department (UGPHD) was awarded the Administration for Children and Families, Administration on Children, Youth and Families' Family and Youth Services Bureau grant for the Competitive Personal Responsibility Education Program (HHS-2024-ACF-ACYF-AK-0032). The UGPHD is the local county health department serving Wyandotte County, Kansas and is part of the Greater Kansas City metropolitan area. The UGPHD is partnering with Kansas City, Kansas Public Schools (USD 500) and area nonprofit Young Women on the Move (YWOM) to implement this project. The project period of performance is 9/30/2024 – 9/29/2027.

**Mission:** The Unified Government Public Health Department (UGPHD) has a mission to prevent disease, promote wellness, and to protect and improve the local environment. Our dedicated staff work to accomplish this through a) providing direct health services, b) leading initiatives and guiding policy development, c) partnering with stakeholders to enhance collaboration and educate the public, and d) conducting continuous quality improvement and evaluation of our efforts. These activities seek to identify and address the root causes adversely affecting residents' health and quality of life. This project will educate youth on abstinence, contraception, and adulthood preparation subjects (APS).

**Priority Population:** The priority population includes middle school students who attend Kansas City, Kansas, Public Schools, (USD 500). According to USDA, over half (55.6%) of students report Hispanic ethnicity, and 24.1% self-identified as African American. About 3/4 of students receive free or reduced-price lunches and are economically disadvantaged. Over a third (40.0%) of students missed more than 10% of school days versus 21.8% statewide.

**Needs To Be Addressed by Project:** There were **188 live births** in Wyandotte County among females 15-19 years of age in 2022 (Table 2). Wyandotte County community members also experienced **much higher rates of sexually transmitted infections (STIs) and sexually transmitted diseases (STDs)** across all categories compared to the U.S. and the State of Kansas. Over 15.0% of county residents (15.7%) live in poverty, with a median household income of \$57,771 (2022 dollars) between 2018-2022. More than 17% of residents who live in the urban core have incomes that fall below federal poverty guidelines. Kansas State Department of Education (KSDE) data show that Wyandotte County and USD 500 students also have a **lower high school graduation rate** (73.4% versus 89.1% statewide in 2022-2023). Further, the USD 500 post-secondary success rate is 40.6%, including college enrollment in the two years after graduation or completion of an industry recognized certificate or degree. Finally, in the county only 20% of adults 25 and older earn a 4-year degree or higher, compared to 34.4% statewide.

**Project Activities:** The UGPHD will 1) **deliver Love Notes 4.0 EBP curricula** (middle school version) **to 2,480 students** and **Mind Matters** (add-on curricula) **to 280 students, for a total of 2,760 youth served across three years**, and 2) distribute trusted adult connection activities to promote parent engagement. We will collect and report performance measures data and examine the data to determine the extent to which participants resist peer pressure and sexual coercion, voluntarily refrain from sexual activity, and plan to follow the success sequence for poverty prevention. The UGPHD will conduct a local evaluation, performed by the evaluator which is selected through this RFP.

#### **Evaluation Plan (included in the grant narrative):**

The Unified Government Public Health Department (UGPHD) will work in close cooperation with FYSB to finalize the implementation and program performance evaluation plan to achieve maximum results. *We will monitor program implementation, including data collection, delivery of the EBP selected for implementation, and ensure adherence to federal performance measure requirements, including collection and submission of the measures (see Chart 8). The UGPHD will also conduct a local evaluation.* Upon notification of an award, the UGPHD will work with the procurement office to seek competitive bids for evaluation services to include the scope of work outlined in this section, which also includes process and outcomes evaluation services. *A **performance measurement framework** will be used to track progress by establishing measures related to project goals, objectives, and outcomes (Project WYCO*

*SHIFT Logic Model*) As shown in the Logic Model, the UGPHD will also document administrative functioning and implementation of program content, including fidelity, inputs, and the resulting accomplishments of the program (e.g., outputs). *Output measures focused on curriculum delivery will be collected and assessed monthly. The UGPHD and evaluator will review these measures for alignment with short-term goals and key indicators of success, thereby facilitating our ability to accomplish short- and medium-term goals and ensure continued program improvement.* The UGPHD staff will conduct unannounced observations to observe and monitor the collection of attendance data, evaluate fidelity to the curriculum and teaching quality, and other activities related to program implementation. Fidelity of curriculum delivery and program implementation will also be included in progress reports and made available to the evaluation team. With assistance from the evaluator, the UGPHD will monitor each of the metrics/benchmarks identified in the program timeline and review and adjust the connection between the inputs, activities, and outputs to program outcomes as needed. *If invited, the UGPHD and partners will participate in the national evaluation.*

**Process Evaluation Services.** The **evaluation** will focus on (1) the **implementation** of the program; (2) **agency level outcomes**; and (3) **participant attitudes, behaviors, and experiences** in the program. **Process evaluation outcomes** will be documented and communicated with the Project Director every 6 months. The process evaluation will allow staff and stakeholders to report insights, problems, and strengths associated with the implementation of the program. Staff will document barriers and challenges along with the actions taken to address them. Debriefing memos and documentation of lessons learned will be included in progress reports. Materials will be made available to the evaluation team and

discussed with staff and stakeholders annually. The evaluator will employ the following methods for the process evaluation:

#### **Chart 7. Implementation Evaluation Methods**

**Satisfaction Surveys:** To assess satisfaction with program performance, stakeholders (e.g., district staff and teachers) and key informants will be surveyed to provide feedback to program leadership and staff. Survey results will be used for planning program activities, as well as documenting efficacy. Measures of effectiveness will include participant ratings of planning and implementation, leadership, services, community involvement with the group, and progress towards outcomes.

**Review of Records:** The evaluation team will review a) approved grant expectations, b) meeting minutes, c) program implementation documentation including debriefing data, d) communication with partners and other stakeholders, e) program products and status reports, and f) project administrative documentation collected.

Project data will be prepared to show the progression of activities over time (e.g., number and type of development activities), and the distribution of activities by dimension or characterization.

Stakeholders (i.e., staff, key partners, school administrators and counselors, and parents) will review the data using reflection questions: **1) What are we seeing?** What patterns are unfolding? **2) What does it mean?** What actions have contributed to program success (steeper lines) or decreased levels of activity? What level of activity (i.e., outputs) was intended, and how well was the target met? **3) What are the implications for project work?** Given what we are learning, what adjustments should we make (if any) to achieve project goals and target outputs? What challenges need to be addressed?

The evaluator will seek to answer a series of questions to guide the process evaluation including, but not limited to items shown in Chart 8, below.

<b>Chart 8. Process Evaluation Questions</b>
• What barriers were faced? And how were these barriers overcome?
• What were the strengths of the program?
• How did the implementation differ from the original plan?
• Were appropriate strategies for recruitment, dosage, and program reach selected?
• Were the decision-making strategies documented?
• Was a solid project management plan developed and followed?
• Are the youth moving toward the anticipated goals of improved health and social and emotional well-being?
• Are the parents and community stakeholders enhancing knowledge of behavioral health and social and emotional well-being risk and protective factors?

**Setting and Participants.** In collaboration with USD 500, **the UGPHD will deliver Love Notes 4.0 EBP and Mind Matters** curricula to students enrolled in Grade 7 at participating USD 500 middle schools in Kansas City, Kansas **during the school day.** The participating middle schools include a) Argentine, b) Arrowhead, c) Central, d) Eisenhower, and e) Rosedale. Entry and exit surveys will be administered to participants at each school. The Mind Matters curriculum will also be delivered at these same schools in small group sessions.

**Program Delivery.** *The UGPHD will follow all instructions for implementation of Love Notes and Mind Matters curriculum and create reports as required for continuous quality improvement. Further, all required consents (i.e., parent and/or student consent) will be obtained during program sign-up if required by the IRB.* The UGPHD will collect and enter data monthly to 1) track and quantify progress towards implementing and delivering the curricula and program model, 2) conduct routine quality assurance to document and track recruitment and retention by grade, site, and race/ethnicity, 3) document any adaptations or modifications, and 4) ensure that all reporting requirements for the prescribed performance measures are met as designated by the Administration on Children and Families (ACF) (Chart 4). The UGPHD

will consult local and state law and relevant policies and procedures to ensure that the collection of these performance measures data is feasible and obtain all necessary permissions.

**Data Collection & Submission.** *The UGPHD will recreate performance measures data (PM) collection tools to facilitate the secure, online collection, storage, and utilization of performance measures data for ongoing program monitoring and improvement prior to online submission in the PMMS system (Chart 9).* Staff will record daily attendance for entry and provide it to the Data Specialist. Staff will follow up with students who are absent when the pre- or post-survey is administered to ensure completion. The Data Specialist will also track survey and attendance data collection and update the team at bi-weekly staff meetings. They will work closely with the project director and evaluator, who will review the information for alignment with recruitment and enrollment targets. Key performance measures are outlined in Chart 9 and include a) measures of structure, cost, and support, b) attendance, reach, and dosage, outcome measures (e.g., behavioral intentions and perceptions), and c) participant characteristics, perceptions, behaviors, and intentions. Additional measures not required for online submission include collaborations with partners and implementation progress, and fidelity to the evidence-based curricula.

<b>Chart 9. Performance Measures Data to be Submitted in the PMMS System</b>	
<b>Measures:</b>	<b>To Be Submitted:</b>
Structure, Cost, & Support: The number of recipient staff who administer the EBP, the amount of grant funding obligated to direct service provision, etc.	Annually
Attendance, Reach, & Dosage: The population served and the number of participants in	Biannually

attendance at each session, the attendance rate, and compliance with delivery of intended program hours, etc.	
Participant Characteristics, Behaviors, Program Experiences, & Perceptions of Program Impact: Entry & Exit Survey Data	Biannually

Evaluation methods will be primarily based on review of performance materials and information collected by the UGPHD for the purpose of this project. The attendance data will be compiled using an Excel database at the UGPHD and a de-identified data set will be shared with the evaluator for assessment of compliance with recruitment and enrollment targets. The data will be reviewed for completeness to ensure that there are no duplicates across cohorts. **Facilitators will track lesson completion after each session to document coverage and UGPHD staff and the evaluator will conduct random observations in schools. The Lead Facilitator will schedule fidelity observations and present status updates** at bi-weekly staff meetings to ensure fidelity to data collection and prompt resolution of any issues identified. To track attendance, participant names will be available to program staff. All records will be under double lock and key and stored in locked file cabinets inside locked offices.

**Data Analysis.** Upon notification of an award, the UGPHD will work with the Unified Government (UG) Procurement Office to secure evaluation services through a competitive solicitation. **All survey data collected and analyzed will be anonymous; we will collect class period and teacher to facilitate examination of entry and exit characteristics and change.** *A performance measurement framework will track the major objectives of the project by establishing measures related to project objectives and outcomes (see the Timeline and Workplan for additional information). For example, the workplan articulates the major goals, objectives, and activities to be accomplished as well as the measures, data sources, and the corresponding timeline; the logic model further delineates the relationship between inputs,*

*outputs, and expected outcomes. The evaluator will assess short-term and medium-term outcomes and provide regular feedback to program leadership and staff so that there is opportunity to adjust the connection between the inputs, activities, and outputs relative to program outcomes.* Descriptive statistics will be used to explore patterns and variations (e.g., frequencies and T-Tests for individual components where relevant).

Means  $\pm$  standard deviation will be computed to analyze continuous variables. Frequencies with percentages will be reported for categorical variables, pre- and post-intervention. Frequencies will be computed on entry surveys items across semesters and assessed to determine baseline equivalence. If significant differences do not exist across semesters for the entry survey, data for each semester will be combined and will result in one entry survey data file and one exit survey data file for analysis. In addition, we will create a risk variable based on entry characteristics such as prior substance alcohol or substance use at baseline to be used in later analyses (e.g., *t*-Test analyses of the impact of groups with higher and lower risk at entry).

The entry and exit survey responses are not calibrated on the same scale, so comparisons are challenging. To overcome this challenge, we will examine change at exit using single sample *t*-Tests on recoded exit item responses to assess the impact of the intervention. The exit survey response categories are currently anchored with 1 being “much more likely” and 5 equaling “much less likely”. By recoding these items to assign a) a 0 for “about the same”, b) positive values for the desired intentions, and c) negative values for undesirable behaviors, it is possible to examine whether significant change from 0 or “about the same” occurred because of program participation. Therefore, the responses would be anchored with -2 for “much less likely” and +2 “much more likely” and so forth, and the neutral value of 3 will be represented by

a 0. Single sample *t*-Tests will be used to examine statistical difference at exit (e.g., whether the change statistically different from “0” or no change at exit). The unit of analysis is the classroom, and students will be nested at the classroom level by the teacher and period for analysis. The significance level for interpretation of findings will be  $p \leq .05$ , and Cohen’s *d* will be used to assess the practical significance of the change identified based on magnitude. Sub-group analyses may be conducted by semester, school, survey type chosen (e.g., English or Spanish), and risk level (e.g., based on baseline alcohol or substance use and prior sexual activity). **By creating a risk variable, we can ascertain if participants who have higher baseline risks also benefit from program participation. We will also re-administer the entry survey 90 days after program completion (e.g., within the same semester) at participating schools to examine when the impact of the intervention is sustained 3 months after programming ends.** We anticipate that about 500 students per year will take a second entry survey. Correlation analyses will also be used to examine relationships and further inform the findings. *In addition, the evaluator will work with implementation staff and leadership to identify key outcome indicators and formalize the data for analysis to reduce the risk for teen pregnancy and transmission of STIs and STDs. Sample questions include, across participating classrooms:*

- Do participants report that their intention to **make strong decisions** (e.g., to resist peer pressure and use of drugs and alcohol, manage emotions, and think about consequences before acting) **and set and seek goals** (e.g., care about doing well in school, completing high school, and seeking post-secondary education) **was significantly influenced by program participation** (e.g., exit survey items 8a-8d and 9a-9e)?

- Do participants report that their intentions related to talking to a caregiver or trusted adults things going on in their life or sex was positively influenced by program participation (e.g., exit survey item 11a-11b)?
- Do participants report that they better understand the qualities of healthy relationships was positively after program participation (e.g., exit survey item 12a)?
- Do participants report that their intentions related to resisting peer pressure and/or seeking the help of a trusted adult were positively influenced by program participation (e.g., exit survey item 12b-12c)?

**Procedures.** Program content will be delivered by program facilitators trained in the curricula to be implemented. In-class observation and data will be collected and recorded to assess dosage and fidelity. The primary data collection procedure will involve a survey instrument administered before the first session is taught and after the last scheduled session has been completed. Educators and others who may have direct contact with participants on a regular basis may be present during survey administration for classroom control but will not circulate during survey administration to ensure privacy for participants. A second entry survey will be administered at specific schools 90 days after program completion to assess whether changes are sustained. *Students who do not wish to participate will be offered to participate in other opportunities by the teacher; this has rarely happened. Students receive a full-size candy bar upon completion of the entry survey and a second candy bar when the exit survey has been completed. In addition, small treats are offered to encourage participation.*

**Retention & Tracking.** Participant retention will be tracked from baseline to program completion, and attendance. *For students who are taught in school during the school day retention is less challenging. However, some students exhibit behavioral issues and unsteady*

*housing situations, leading to within district transfers and lower completion rates; these will be monitored as part of the performance improvement plan.* In a current evaluation study, the average student attendance was about 10.35 sessions out of 13.0 lessons. Further, the UGPHD has budgeted for small incentives and nutritional snacks for the classroom to encourage participation, retention, and survey completion.

**Anticipated Challenges – Recruitment & Retention.** Challenges we have experienced previously include managing partner expectations for the requirements of the project and maintaining strict adherence to procedures involving data collection and fidelity. With proper training before the project starts, these problems can be addressed. *Further, recruitment and retention issues are usually minimal when programming is delivered in a school setting, but we typically include incentives to encourage student attendance and retention such as occasional random drawings for regular attendance and treats for participation in discussions.* Further, *because implementation will occur during the school day, retention of underserved youth should not be an issue. Close to a quarter of district youth identify as Black and over 55% report Hispanic origins; based on prior work in the district we expect to retain them.*

We are aware that the inclusion of part-time, contractual staff and multiple partners creates communication and oversight challenges. However, we have partnered successfully with YWOM and USD500 to deliver Love Notes to high school students across two grant cycles. Since the Spring of 2022 we have collectively served over 3,000 students in the district. Further, a UGPHD facilitator will oversee data collection and tracking. UGPHD staff and the evaluator will meet bi-weekly to review progress in the first two quarters to address challenges and to facilitate progress. In addition, a communication and oversight plan will be created to ensure quality programming. To

address issues related to turnover and continued staff training, the UGPHD will purchase a **train-the-trainer license**.

**Dissemination & Reporting of Outcomes.** Dissemination of findings will occur through presentations at professional and academic conferences, distribution of white papers or reports to policy makers, and contributions to peer-reviewed journals in the fields of social work, adolescent health, social marketing, public policy, consumer affairs, and public health. Findings will also be disseminated to constituents such as school administrators and community partners annually via a presentation by the Evaluator. Several steps will aid in this process 1) parents and local key informants will be invited to meetings to discuss successful strategies and results 2) UGPHD program materials will be presented and distributed at state or national conferences, and (3) the evaluator will utilize other outlets such as speaking engagements, local media and partner networks, newsletters, and events.

#### **Other requirements**

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 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 non-responsive and the proposal may be rejected.

### **Section 6.03 Deliverables**

Overall, the contracted evaluator will supply UGPHD with evaluation services for the purpose of enhancing and strengthening UGPHD project performance and capacity. Services include guiding survey administration, preparation and submission of performance measures data, development and execution of a community satisfaction survey, statistical and qualitative analyses, process and outcomes evaluation, technical assistance, and attendance at project meetings, webinars, and conferences.

Specific duties include:

- Develop an evaluation & performance measurement plan for monitoring progress
- Monitor outreach and recruitment for alignment with goal attainment, including project inputs and outputs
- Review data collection and tracking, including preparation of internal tracking sheets and meet with the data collection specialist quarterly, download and clean data
- Participate in fidelity audits of records for compliance with protocol requirements and those established by the funding agency; produce written reports for submission to the Project Director
- Prepare performance measures data for submission and report outcomes, meet with the UGPHD team to review outcomes and answer questions twice annually
- Analyze survey data annually
- Draft evaluation report(s)
- Contribute to the interim and annual progress reports
- Participate in the project orientation
- Provide technical assistance as needed and develop project support materials
- Consult on program planning and outreach efforts related to attainment of goals and objectives
- Attend project meetings, webinars, and conferences
- Conduct process evaluation to strengthen performance
- Develop community survey, analyze the data, & draft a report
- Develop evaluation questions to monitor project success & analyze results
- Attend team meetings, individual meetings, write and respond to emails & phone calls
- Consult on or prepare continuation application
- Prepare and submit IRB application
- Keep the Project Director fully informed of issues and progress, including designated regular meetings to maximize communication and progress.
- Additional services as specified within the Evaluation Plan, Section V.4.

## **Article VII. Proposal Format**

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

Offeror **must** submit a complete copy of its response in the following format One (1) original and three (3) copies along with a flash drive in .PDF format. Submittal materials must be received by the Unified Government prior to the closing date. Proposals are to be in either an enclosed envelop or a sealed box and labeled with the Proposal Number and name (see label below) If components of the response, such as spreadsheet, 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 Offeror that does not comply with these policies may be disqualified from the procurement.

ALL PROPOSALS MUST BE RECEIVED AND TIME STAMPED IN THE OFFICE OF THE UNITED CLERK, MUNICIPAL OFFICE BUILDING NO LATER THAN THE DATE AND TIME LISTED IN SECTION 1.10, PROJECT TIMETABLE, PG.6. LATE PROPOSALS WILL NOT BE CONSIDERED.

**A flash drive, One (1) original of your proposal and Three (3) copies of your 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.

*It is the Offeror's responsibility to ensure **proposals** are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse **late** submissions. Offerors shall be responsible for actual delivery of the proposal to the appropriate department identified in document.*

**Below is an example of the information required on your Proposal package.  
You may use this as a label if you wish.**

Unified Government of Wyandotte County/Kansas City, KS  
Attn: Unified Government Clerks Office  
701 N. 7th Street, Room 323  
Kansas City, Kansas 66101

REQUEST FOR PROPOSAL  
EVALUATOR FOR PERSONAL RESPONSIBILITY EDUCATION PROGRAM  
(WYANDOTTE COUNTY SEXUAL HEALTH INFORMATION FOR TEENS)

RFP R41352

OPENING DATE/TIME:  
January 16, 2025 - 3:00 PM

## **Section 7.01      *Proposal Format and Content***

The Unified Government discourages overly lengthy and costly proposals, however, in order for the Unified Government to evaluate proposals fairly and completely, offerors should follow the format set out herein and provide all of the information requested.

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

If Offeror has not previously done so, you should register to do business with the Unified Government at: <https://purchasing.wycokck.org/eProcurement>. This is a requirement for participating in the Request for Proposals process. Please follow directions on the site and if you need assistance contact: Sharon Reed at 913.573.5440. We strongly recommend that you give yourself sufficient time and at least TWO (2) days before the response deadline to begin the uploading process and to finalize your submission.

A Offer **must** submit a complete copy of its response on the Unified Government's e-procurement site at the link above.

## **Section 7.03      *Forms of submittal***

In preparing the Request for Proposal (RFP), interested individuals or firms will need to provide information detailing their approach and experience to enable successful completion of the scope of work.

Respondents shall include the following in their submissions:

### **1. Cover Letter**

- a. Provide a cover letter two (2) pages or less, stating the Evaluator's experience with evaluation of comprehensive sexual health education programs, or other federally funded programs; and how their experience and strengths qualify them to conduct the evaluation as described in the Evaluation Plan (Section V.4) and Scope of Services (Section V.5).
  - a. On the letter, provide the name, mailing address, email address and telephone number of the person who will be the point of contact for this project.

### **2. Staff Experience and Qualifications**

- a. Please provide a full CV/resume of the Evaluator who will be primarily responsible for performing the evaluation duties.
  - Provide the years of experience within the CV/resume

- Indicate any specific federally funded projects on which the Evaluator has been the lead or supporting evaluator.

**3. Letters of Recommendation**

- a. Include one letter.

**4. Example of work:**

- a. Please include one (1) example of a past evaluation report submitted or presented to a federal funding agency, where the Evaluator was the primary author.

**5. Cost**

- a. The grant establishes a \$70,000 annual budget for evaluation services.
- b. Please submit an estimated number of hours, and an hourly rate for the services as described in Section V.5.
- c. The hourly rate will cover includes indirect business costs such as employee compensation, office rental, payroll taxes, supplies, computer equipment, software, mileage, parking, liability insurance, employee benefits such as sick leave, vacation, 401K, etc.
- d. The terms of payment will be established in the contractual agreement post-award.

**Article VIII. Evaluation and Selection**

The Unified Government will evaluate proposals using the criteria below. Responses will be evaluated, scored, and ranked.

**Section 8.01 Selection Criteria**

**(a) Technical Knowledge /Capabilities**

1. Does the applicant demonstrate a strong knowledge of process and outcomes evaluation?
2. Does the applicant demonstrate knowledge specific to evaluating comprehensive sexual health education programs?

**(b) Experience and Qualifications of Key Staff**

1. Is the resume complete and does it demonstrate backgrounds that would be desirable for the individual engaged in the work the project requires (i.e., program evaluation, survey design, writing reports, collaborating with Project Director, experience on comprehensive sexual health education programs)?
2. Is the Letter of Recommendation compelling in affirming the qualifications and experience of the applicant?
3. How well does the methodology interface with the time schedule in the RFP?

**(c) Cost—**

Proposals will be evaluated against the questions set out below regarding project cost.

1. How reasonable is the hourly rate? Does it match the duties as described in the Scope of Work?

**Article IX. Attachments**

Attachment A: Signature Page

Attachment B: Debarment Form

Attachment C: Intent to Self-Perform

Attachment D: No Response Form

**Attachment A - Signature Page**

By submission of this response, the undersigned certifies that the respondent has the full authority to execute the services and to execute any resulting contract awarded as the result of, or since, the response.

I hereby certify that the attached response has been prepared in compliance with the specifications.

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

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_



**Attachment B  
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 \$50,001. 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 Offeror and/or any of its Principals:
    - i. \_\_\_\_\_ Are \_\_\_\_\_ Are not  
Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - ii. \_\_\_\_\_ Have \_\_\_\_\_ Have not  
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
    - iii. \_\_\_\_\_ Are \_\_\_\_\_ Are not  
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
    - iv. \_\_\_\_\_ Have \_\_\_\_\_ Have not  
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 manager; 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 Offeror shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Offeror 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 Offeror’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 Offeror 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 an Offeror 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 Offeror 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

<b>For Office Use Only: Bid</b> _____	<b>RFQ</b> _____	<b>P.O. #</b> _____
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**Attachment C  
Intent to Self-Perform**

Affidavit of \_\_\_\_\_  
(Name of Offeror)

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 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 Offeror 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 Offeror to the commitments herein contained.

Sign \_\_\_\_\_

Date \_\_\_\_\_

**NO RESPONSE FORM – Attachment D**

If you choose not to submit a response, please complete and return only this form, on or before the due date. Thank you for taking this opportunity to help us update and improve our solicitation process.

**Buyer: Kelly Regan**

**Telephone: (913) 573-5447**

**Return by Fax: (913) 573-5444**

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Due Date: 1/16/2025

Number: R41352

Description: Evaluator for Personal Responsibility Education Program (Wyandotte County Sexual Health Information for Teens)

Please check the appropriate response(s). We respectfully submit “No Response” for the following reason(s):

- 1. We cannot provide a service to meet the required specifications.
- 2. The closing date does not allow adequate time to prepare a response.
- 3. We have chosen not to do business with the Unified Government of Wyandotte County.
- 4. Other (comment below or provide your response on your business/firm letterhead).

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Business/Firm Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_