



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE DEPARTMENT**

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR PROPOSAL

RFP #23-0082

**TRAINING FOR FIRST RESPONDERS AND THE COMMUNITY ON SUBSTANCE USE DISORDER (SUD)
AND OVERDOSE PREVENTION AS PART OF THE OD2A: LOCAL GRANT**

December 12, 2023

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide educational training to first responders and the community on overdose prevention, Substance Use Disorder (SUD) and stigma about SUD. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal. Responses are due no later than **1:45 pm CST, TUESDAY, JANUARY 30, 2024**.

All contact concerning this solicitation shall be made through the Purchasing Department. Proposers shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

Sincerely,

Joseph Thomas

Joseph Thomas
Purchasing Director

JT/ks

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the county. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received. The county will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with proposers, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified proposer submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs about 2,500 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County has a total population of 523,828 as of 2021. A majority of this population (395,699) live in Wichita, the largest city in Kansas. The Sedgwick County Health Department (SCHD) serves all within the county, providing services related to immunizations, family planning, disease investigation, data analysis, and supporting pregnant women and those with young children, among other services.

Sedgwick County opioid deaths have increased over time. Local data shows an increase in opioid-associated deaths from 28 in 2018 to 90 in 2020. Drug-associated deaths have increased from 28 deaths in 2000 to 153 deaths in 2020. County resident-associated deaths are most closely tied to opioids. Opioid-related emergency room visits in Sedgwick County amounted to almost twice as much as the state of Kansas as a whole in 2021.

Overdose affects individuals, families, and communities, and there is an urgent need to support overdose prevention at the local level. SCHD has been awarded [the Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities](#) (OD2A: LOCAL) (OD2A) federal cooperative agreement. This funding supports jurisdictions in collecting high quality, comprehensive, and timely data on nonfatal and fatal overdoses and in using those data to inform prevention and response efforts. OD2A focuses on understanding and tracking the complex and changing nature of the drug overdose epidemic and highlights the need for seamless integration of data into prevention strategies. OD2A funding focuses on opioids, stimulants, and polysubstance use involving opioids and/or stimulants. OD2A funds collaborative efforts on linkage to care, training of medical providers and the community, harm reduction, and increased data monitoring.

Some OD2A activities require the SCHD to contract with other organizations for the duration of the grant period which begins September 1, 2023 and ends August 31, 2028. Funding is provided by the Centers for Disease Control and Prevention (CDC) yearly as grant deliverables are met and funding is available.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide educational training to the community and first responders about overdose prevention and substance use disorder (SUD), particularly opioid use disorder (OUD) and stimulant use disorder (StUD). The following objectives have been identified for this contract:

1. Acquire ongoing, low-barrier, and culturally-relevant educational trainings for the community (general public) and first responders on SUD and harm reduction, including overdose trends, naloxone training, treatment options, and mental wellness, that meet the parameters, conditions and mandatory requirements presented in the document.
2. In addition, acquire ongoing, and culturally-relevant educational trainings for first responders that address stigma and the impact of stigmatizing behavior and language on people with OUD that meet the parameters, conditions and mandatory requirements presented in the document.
3. Establish contract pricing with the proposer that has the best proven performance, service and customer satisfaction.
4. Acquire services with the most advantageous overall cost to the county.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate with an electronic response, the RFP number must be entered in the subject line and email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

Should you elect to participate with a physical response, the response must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Submit one (1) original **AND** one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Joseph Thomas
Sedgwick County Purchasing Department
100 N. Broadway, Suite 610
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, JANUARY 30, 2024**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your proposal, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Proposal responses will be acknowledged and read into record at Bid Opening, **which will occur at 2:15 pm CST on the due date**. No information other than the respondent’s name will be disclosed at Bid Opening. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these proposals are read into the record, **please dial our Meet Me line @ (316) 660-7271 at 2:15 pm**.

V. Scope of Work

The OD2A: LOCAL grant and overdose prevention requires a multifactor, community-wide, data-driven approach. Part of the grant requires providing ongoing, low-barrier, and culturally-relevant education to first responders and the public on SUD and harm reduction, including overdose trends, naloxone training, treatment options, and mental wellness. First responder education must also address stigma and the impact of stigmatizing behavior and language on people with OUD. Overarching OD2A education outcomes are to increase treatment entry, reduce drug use frequency and high-risk drug use practices, and improve the overall health of people who use drugs (PWUD), with a focus on reducing overdose.

This Request for Proposal will identify one firm or firms that can develop, coordinate, and evaluate ongoing first responder and community training each year of the grant period (see Table A). The first year includes more funding for initial implementation of the training series.

**Table A. First Responder and Community Training Funding per Grant Year
(Subject to change based on budget variations year to year.)**

Service	Year 1 (09/01/2023 – 08/31/2024)	Year 2 (09/01/2024 – 08/31/2025)	Year 3 (09/01/2025 – 08/31/2026)	Year 4 (09/01/2026 – 08/31/2027)	Year 5 (09/01/2027 – 08/31/2028)
First Responder and Community Training	\$15,000	\$11,001	\$5,000	\$2,000	\$5,000

Specific Activities

Vendor must communicate with SCHD at least monthly on all activities under this contract. Proposer must meet the parameters, conditions and mandatory requirements for trainings as outlined below. Funding for each year may vary, will be monitored by SCHD, and will have a do not exceed annual amount. SCHD will perform quarterly site visits to ensure deliverables are accomplished. The site visit report is found in Reference 1 OD2A Community SUD Training Quarterly Report. Payment for services can be invoiced monthly. Properly submitted invoices and/or billing statements will be paid within thirty (30) calendar days of receipt by County. Funding can be withheld if deliverables are not met.

Proposer must meet the parameters, conditions and mandatory requirements for training as outlined below and in Reference 1.

1. Vendor must:

- a. Provide ongoing, low-barrier and culturally-relevant educational trainings for first responders and the community (general public) on SUD and mental wellness.
 - i. First Responder Training:
 - In the trainings, include information about SUD and harm reduction, overdose trends, naloxone, and treatment options. Provide information about linkage to care and how first responders can support retention in care.
 - Provide trainings that address stigma and the impact of stigmatizing behavior and language on people with OUD.
 - Develop a law enforcement roll call video series of two or more videos of 15 minutes or less. The videos should address SUD, stigma and the impact of stigmatizing behavior and language on people with OUD.
 - ii. Community Training:
 - In providing the trainings, utilize innovative connections throughout community organizations, agencies, and businesses.
 - In the trainings, include information about SUD and harm reduction, overdose trends, naloxone, treatment options, and mental wellness.
 - Assist faith-based and other organizations to develop and implement strategies on how to create and implement mental health and SUD plans.
 - Assist faith-based and other organizations to promote mental wellness and educate about SUD.

- b. Provide materials that are associated with the trainings and that adhere to first responder and community best practices. These could be informational and educational resources provided before, during, or after the trainings.
 - i. These may include but are not limited to: PowerPoint presentations, information sheets, and/or pamphlets.
- c. Provide both in-person and virtual trainings.
- d. Record trainings.
- e. Provide certificate of attendance to attendees.
- f. Track number of trainings and attendee information and report to SCHD within 5 business days after training.
- g. Provide monthly report on trainings to SCHD

2. In conjunction with SCHD, vendor must:

- a. Develop and coordinate trainings that adhere to first responder and community best practices and contain the elements listed in V.1a. above as follows: at least four trainings each in Years 1 and 2 and at least two trainings each in Years 3, 4, and 5.
 - i. Years 1 and 2: Provide one in person training and one recorded training series for first responders and one in person training and one recorded training series for the public. A series is two or more trainings of 15 minutes or less each.
 - ii. Years 3, 4, 5: Provide one in person training or recorded training series per year for first responders and one in person training or recorded training series for the community.
- b. Record all in person trainings and provide to SCHD for public access. Consult with SCHD on whether continuing education can be awarded for recorded trainings. The county reserves the right for final decision.
- c. Include people with lived experiences in at least 25% of trainings over the grant period (see below). Lived experience is individuals who self-identify as having experienced substance use conditions and their family members.
 - i. At least one training must include a presenter or panel member with lived experience.
 - ii. At least one training must be reviewed by a person with lived experience prior to training occurring.
 - iii. People with lived experience must be invited to at least one training.
- d. Schedule trainings and identify training locations.
- e. Develop marketing materials and promote trainings. Training promotions and marketing must start at least one month prior to each training.
- f. Work with organizations, agencies and businesses to promote and host community trainings
- g. Provide post-education evaluation and 30-day follow up surveys to attendees in each training.
 - i. In post-education evaluation, include at least two knowledge-based questions and at least two presenter-based questions.
 - ii. In 30-day follow up survey, include at least one question about how the training or the materials given at the training have been used in the past 30 days.
- h. Prior to contract award, proposer and SCHD will discuss and determine ownership of intellectual property created during the contract (Refer to Section IX. Proposal Terms – H. Confidential Matters and Data Ownership.) All in person trainings will be recorded and provided to SCHD for public access. Recorded trainings will be made available to the public.

VI. outcomes

- a. Meet V. Scope of Work and Reference 1. Quarterly Report
- b. First responders and community increase SUD, harm reduction, and treatment knowledge
- c. First responders increase knowledge about stigma associated with SUD and how to support linkage to and retention in care.
- d. Overarching OD2A education outcomes are to increase treatment entry, reduce drug use frequency and high-risk drug use practices, and improve the overall health of people who use drugs (PWUD), with a focus on reducing overdose.

VII. Project Deliverables per Scope of Work

- a. Annual – At least four trainings in Years 1 and 2 and at least two trainings in Years 3, 4, and 5.

- b. Monthly - Vendor must communicate with SCHD at least monthly on all activities under this contract.
- c. Prior to Trainings – Develop, schedule, and promote trainings.
- d. During the Trainings – Education evaluation, provide class materials.
- e. After the Trainings – 30-day survey, report trainings and attendee information to SCHD, provide certificate of attendance to attendees.

VIII. Sedgwick County’s Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.
- County reserves the right to make inspections at various points of the project. Vendor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

IX. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted via email to Joseph Thomas at Joseph.Thomas@sedgwick.gov by **5:00 pm CST, December 27, 2023**. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this RFP number by **5:00 pm CST, January 12, 2024**. Firms are responsible for checking the website and acknowledging any addenda on their proposal response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response. Proposers shall:

1. Have developed and implemented trainings similar to the parameters, conditions and mandatory requirements specified in this RFP.
2. Have an understanding of training standards and best practices.
3. Have experience in coordinating trainings of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.
5. Municipal and county government experience is desired, however, the county will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
7. Provide project supervision (as required)
8. Have quality assurance procedures to ensure timely, accurate, and effective trainings.
9. Have appropriate material, equipment and labor to perform specified services.

C. Evaluation Criteria

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by the scoring criteria below. Purchasing staff are not a part of the evaluation committee.

Component	Points
a. Responses to XIII. Operational Form	30
b. Ability to meet or exceed Scope of Work (XII. Scope of Work Check List)	20
c. Qualifications and Expertise (XIV. Qualifications and Expertise Form)	25
d. References	10
e. Pricing* and XV. Budget Narrative	10
f. Completed proposal (all documents required were received)	5
Total Points	100

***Pricing examples**

Assume the following cost proposals (**examples only**)

- A. \$50,000.00
- B. \$38,000.00
- C. \$49,000.00

Company B with a total price of \$38,000.00 is the low offer. Take the low offer and divide each of the other offers into the low offer to calculate a percentage. This percentage is then multiplied by the number of points available for the cost. In this case, 10 points are allocated to cost.

- A. \$38,000.00 divided by \$50,000.00 =.76 .76*10 7.6 points
- B. \$38,000.00 divided by \$38,000.00 =1.00 1.00*10 10 points
- C. \$38,000.00 divided by \$49,000.00= .77 .77*10 7.7 points

Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the county’s review committee. The county is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The county also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

The county reserves the right to reject all proposals. All proposals, including supporting documentation shall become the property of Sedgwick County. All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

D. Request for Proposal Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	December 12, 2023
Questions and clarifications submitted via email by 5:00 pm CST	December 27, 2023
Addendum Issued by 5:00 pm CST	January 12, 2024
Proposal due before 1:45 pm CST	January 30, 2024
Evaluation Period	January 31 – February 16, 2024
Board of Bids and Contracts Recommendation	February 29, 2024
Board of County Commission Award	March 6, 2024

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and continue through August 31, 2028.

County may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

F. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, proposer’s professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Proposer shall furnish a certificate evidencing such coverage, with county listed as an additional insured including both ongoing and completed operations, except for professional liability, workers’ compensation and employer’s liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after county receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance. It is the responsibility of proposer to require that any and all approved subcontractors meet the minimum insurance requirements.

Workers’ Compensation:	
Applicable coverage per State Statutes	
Employer’s Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IF PROPOSER IS PROVIDING CONSTRUCTION SERVICES:

In addition to the above coverages, proposer shall also provide the following:

Builder’s Risk Insurance:	In the amount of the initial Contract Sum, plus the value of subsequent modifications and cost of materials supplied and installed by others, comprising the total value for the entire Project on a replacement cost basis without optional deductibles. Entity, proposer, and all Subcontractors shall be included as named insured’s.
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G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider’s performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney’s fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.

I. Proposal Conditions

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

X. Required Response Content

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. At minimum, three (3) professional references, besides Sedgwick County, with email addresses, telephone numbers, and contact persons where work has been completed within the last three (3) years.
3. Respond to XI (Response Form), XII (Scope of Work Check List), XIII (Operational Form), XIV (Qualifications and Expertise Form), and XV (Budget Narrative) in Proposal. Reference 1 is informational only.
4. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
5. A description of the type of assistance that will be sought from county staff, including assistance required from the county to lessen the costs of this project.
6. Proof of insurance meeting minimum insurance requirements as designated herein.
7. Those responses that do not include all required forms/items may be deemed non-responsive.

XI. Response Form

**REQUEST FOR PROPOSAL
RFP #23-0082**

**TRAINING FOR FIRST RESPONDERS AND THE COMMUNITY ON SUBSTANCE USE DISORDER (SUD)
AND OVERDOSE PREVENTION AS PART OF THE OD2A:LOCAL GRANT**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the county, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

_____ African American (05) _____ Asian Pacific (10) _____ Subcontinent Asian (15) _____ Hispanic (20)

_____ Native American (25) _____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

_____ Not Minority -Woman Owned (50) _____ African American-Woman Owned (55) _____ Asian Pacific-Woman Owned (60)

_____ Subcontinent Asian-Woman Owned (65) _____ Hispanic Woman Owned (70) _____ Native American-Woman Owned (75)

_____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

UEI (UNIQUE ENTITY IDENTIFIER) NO. _____

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFB/RFP web page and it is the proposer's responsibility to check and confirm all addendum(s) related to this document by going to

www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, proposer acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

XII. Scope of Work Checklist

Proposer must respond with their capacity to perform the items below. Depending on the scopes of work submitted, multiple vendors may receive an award to ensure all activities are accomplished.

ITEM NUMBER	SCOPE OF WORK ITEM	PROPOSER RESPONSE <i>Respond "Yes" if able to perform the checklist item. Respond "No" if NOT able to perform checklist item. If "No," please describe.</i>
1.	Provide ongoing, low-barrier and culturally-relevant educational trainings for first responders about SUD and harm reduction, overdose trends, naloxone, and treatment options. Provide information about linkage to care and how first responders can support retention in care. Provide trainings that address stigma and the impact of stigmatizing behavior and language on people with OUD.	
2.	Develop a law enforcement roll call video series of two or more videos of 15 minutes or less.	
3.	Provide ongoing, low-barrier and culturally-relevant educational trainings for the community about SUD and harm reduction, overdose trends, naloxone, treatment options, and overall wellness.	
4.	Assist faith-based and other organizations to develop and implement strategies on how to create and implement mental health and SUD plans.	
5.	Assist faith-based and other organizations to promote mental wellness and educate about SUD.	
6.	Provide materials to attendees that are associated with the trainings and that adhere to first responder and community best practices. These may include but are not limited to PowerPoint presentations, information sheets, and/or pamphlets.	
7.	Provide both in-person and virtual trainings.	
8.	Record trainings. Record all in-person trainings and provide to SCHD for public access. Recorded training will be made available to the public.	
9.	Provide certificate of attendance to attendees.	
10.	Track number of trainings and attendee information and report to SCHD within 5 business days after training.	
11.	Provide monthly report on trainings to SCHD. Communicate with SCHD at least monthly on all activities under this contract.	

12.	Develop and coordinate at least four trainings each in Years 1 and 2 and at least two trainings each in Years 3, 4, and 5 according to V. Scope of Work section.	
13.	Include people with lived experiences in at least 25% of trainings over the grant period according to the V. Scope of Work section.	
14.	Schedule trainings and identify training locations.	
15.	Develop marketing materials and promote trainings. Promotions start at least one month prior to each training.	
16.	Work with organizations, agencies and businesses to promote and host community trainings	
17.	In promoting and providing the trainings, utilize innovative connections throughout community organizations, agencies, and businesses.	
18.	Provide post-education evaluation and 30-day follow up surveys for each training according to V. Scope of Work section.	
19.	Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the county shall be followed with respect to the contract.	
20.	Have capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.	
21.	Have appropriate material, equipment and labor to perform specified services	

XIII. Operational Form

Proposer must answer all questions as completely as possible.

Pages must be double-spaced with 11-point Times New Roman font and have one inch margins.

1. In eight pages or less, describe how proposer's firm would accomplish activities in Scope of Work Section V, including a description of internal project supervision, how to include people with lived experience, and a description of work with organizations to promote and host trainings.
2. Describe quality assurance procedures to ensure timely, accurate, and effective trainings. Include the review process for presentations and surveys; process for meeting project timelines; process for updating presentations according to new guidelines; and process for ensuring technology equipment is functioning properly. If needed, proposer may attach current written processes in the format of the proposer organization. There is no page limit for question 2.

XIV. Qualifications and Expertise Form

Proposer must answer all questions as completely as possible.

Pages must be double-spaced with 11-point Times New Roman font and have one inch margins.

1. In eight pages or less, describe examples of trainings your organization has coordinated and developed similar to the parameters, conditions and mandatory requirements listed previously in V. Scope of Work Section. Provide a flyer and training material examples, if available. Include any experience training first responders and the community.
2. In two pages or less, describe any previous work with overdose prevention projects. Include any knowledge or training experience with SUD, harm reduction, overdose trends, naloxone, and SUD treatment options.
3. In two pages or less, describe any previous work with trainings addressing stigma. Please highlight any training experience to groups of people who may hold stigma associated with people who have SUD.
4. In two pages or less, describe your organization's experience with evaluations of trainings. Describe general types of evaluation questions, how questions are developed and provided to attendees, and how questions are typically analyzed, reported and utilized.
5. In two pages or less, describe your organization's previous work with municipal and county governments.

XV. Budget Narrative

Proposer is to complete below or re-create a similar Budget Narrative for the work to be performed under this RFP.

**Table A. First Responder and Community Training Funding per Grant Year
(Subject to change based on budget variations year to year.)**

	Year 1 (09/01/2023 – 08/31/2024)	Year 2 (09/01/2024 – 08/31/2025)	Year 3 (09/01/2025 – 08/31/2026)	Year 4 (09/01/2026 – 08/31/2027)	Year 5 (09/01/2027 – 08/31/2028)
OD2A Not to Exceed	\$15,000	\$11,001	\$5,000	\$2,000	\$5,000
Totals from Budget Narrative Below					

PERSONNEL

Position Title	Rate	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5

OTHER (Please explain)

Category	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5

INDIRECT/OVERHEAD

Category	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5
Indirect/overhead					

Narrative Explanation:

**Reference 1. Example of OD2A First Responder and Community Training Quarterly Report
Grant Years 1 & 2**

In conjunction with SCHD educational trainings objectives:	Goal	Q1	Q2	Q3	Q4
T1. Develop and coordinate trainings that adhere to first responder and community best practices. (Goal: at least four trainings each in Years 1 and 2.)					
T1a. Provide ongoing, low-barrier and culturally-relevant educational trainings for first responders and the community (general public). Each training must include one or more of the following topics: overdose prevention, SUD, harm reduction, overdose trends, naloxone, SUD treatment options and mental wellness. All topics must be included in a training by the end of the 5-year grant period.	4 (per year)				
T1a.i. Report number of attendees and their information per training (goal: 60 attendees a year)	60 (per year)				
T1b. Provide trainings for first responders that provide information about linkage to care and support retention in care. This topic can be included in other trainings.	1 (per grant period)				
T1b.i. Report number of attendees and their information per training (goal: 20 attendees per grant period)	20 (per grant period)				
T1c. Provide trainings for first responders that address stigma and the impact of stigmatizing behavior and language on people with SUD. This topic can be included in other trainings.	2 (per grant period)				
T1c.i. Report number of attendees and their information per training (goal: 40 attendees per grant period)	40 (per grant period)				
T2. Must provide one in person training for first responders.	1 (per year)				
T3. Must provide one recorded training series for first responders.	1 (per year)				
T4. Must provide one in person training for the public.	1 (per year)				
T5. Must provide one recorded training series for the public.	1 (per year)				
T6. Include people with lived experiences in at least 25% of trainings over the grant period. (goal: years 1 & 2, 2 of 8 trainings)	1 (per year)				
T7. Provide post-education evaluation for each training (goal: obtain 40 evaluations)	40 (per year)				
T8. Provide 30-day follow up surveys (goal: obtain 30 completed surveys)	30 (per year)				
T9. Develop marketing materials. Promote trainings at least one month prior to each training (goal: 4 trainings per year)	4 (per year)				

T10. Promote trainings through organizations, agencies and businesses. (goal: promote through at least 4 organizations, agencies, and businesses per training; 4x4 trainings per year)	16 (per year)				
T11. Provide certificate of attendance to each attendee (goal: 100% for each training)	100% per year				
T12. Report number of trainings and attendee information within 5 business days after training (goal: 1-5 business days)	1-5 business days				
T13. If applicable to vendor: Assist faith-based and other organizations to develop and implement strategies on how to create and implement mental health and SUD plans (goal: 4 faith-based or other organizations per year)	4 (per year)				
T14. If applicable to vendor: Assist faith-based and other organizations to promote mental wellness and educate about SUD. (goal: 4 faith-based or other organizations per year)	4 (per year)				
T15. If applicable to vendor: Develop and implement a roll call video series for law enforcement consisting of two or more videos of 15 minutes or less about SUD, stigma and the impact of stigmatizing language on people with OUD.	1 (per grant period)				

Narrative and reports on all findings for educational trainings:

Grant Outcomes - goals to be defined during contracting process

D1. Increase in knowledge after first responder and community trainings: overdose prevention, SUD, harm reduction, overdose trends, naloxone, SUD treatment options and mental wellness.					
D2. Increase in knowledge after first responder training: linkage to care and support retention in care					
D3. Increase in knowledge after first responder training: stigma and the impact of stigmatizing behavior and language on people with SUD					
D4. Increase in entry to care/treatment					

Narrative of data for Grant Outcomes: