



SEDGWICK COUNTY, KANSAS

FINANCE DEPARTMENT

Purchasing Section

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

<https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/>

REQUEST FOR PROPOSAL

RFP #18-0081

EXECUTIVE SEARCH FIRM for SEDGWICK COUNTY FIRE CHIEF RECRUITMENT

November 13, 2018

Sedgwick County, Kansas (hereinafter referred to as “county”) is seeking a firm or firms to provide Executive Search Firm services for Sedgwick County Fire Chief Recruitment. 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 1:45pm CST, December 11, 2018.

All contact concerning this solicitation shall be made through the Purchasing Section. Bidders 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 Section in writing. Failure to comply with these guidelines may disqualify the Bidder’s response

Sincerely,

Kristen McGovern
Senior Buyer

KM/ch

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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 vendor'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 vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor 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 with a population estimated at more than 514,000 persons. 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 nearly 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.

The Fire Chief is an integral part of the management staff, establishing working relationships and partnerships county-wide and with other agencies, business groups and community members in their pursuit of community safety as a common goal. The Fire Chief reports to the Fire Board and County Managers. The Fire Chief operates in a fast-paced environment and oversees the administrative and operations divisions which include Fire Suppression and the Fire Marshal's Office (Fire Investigation, Plans Review, Building Inspection and Fire Education).

Primary Job Functions

Division Leadership and Budget Management:

- Serves as the Fire District (Division) Budget and Revenue Manager, (including property taxes, motor vehicle taxes, permit and license fees, and charges for services).
- Assures the Fire District's financial solvency through effective budget and revenue management.
- Interprets and explains budget policies and procedures to Fire District staff.
- Leads staff to translate financial goals into an appropriate budgeting system.
- Analyzes financial information to project income and expenditures, to recognize trends and verify the resources required to maintain or implement programming.
- Leads the Fire District's Capital Improvement Planning process.
- Oversees the Fire District's Fire Apparatus and Vehicle Replacement Plan in coordination with the Division of Finance Budget Office.
- Facilitates research of grant opportunities and presents grant proposals to the Fire Board.
- Communicates clearly and concisely, both orally and in writing.
- Oversees the selection, training and evaluation of professional, technical and clerical staff.
- Facilitates staff innovation to improve financial and operational efficiency
- Analyzes monthly Fire District budgeting and accounting reports to maintain expenditure controls.
- Tracks and analyzes Key Performance Indicator data for quality outcomes, and identifies areas for improvement.
- Maintains, reviews, updates and ensures unrestricted access by staff to Fire District policies, procedures and regulations.
- Maintains order and discipline by coaching, counseling, and through fair and equitable application of policies, procedures and regulations.
- Ensures Fire District compliance with MOU's, contracts, and regulatory requirements.
- Appointed by, and accountable to the Fire Board.
- Consults with Assistant County Manager of Public Safety on administrative, personnel and budget issues.

Operations / Collaboration:

- Plans and implements Fire and EMS programs for the Fire District to ensure compliance with applicable Statutes, Ordinances/Resolutions, Regulatory Rules, and the State Fire Code.
- Reviews and recommends the implementation of new and innovative technology.
- Responds to alarms, administers initial emergency care, response and/or service when necessary, and directs activities at the scene of emergencies as required.
- Responsible for the inspection of buildings and other properties for fire hazards.
- Enforces local fire prevention ordinances and the State Fire Code.
- Prepares and submits monthly and annual reports to the Fire Board and County Management regarding the Fire District's activities.
- Plans Division operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.

- Assigns personnel and equipment to such duties and uses as the service requires.
- Evaluates the need for, and recommends the purchase of, new equipment and supplies.
- Meets with elected or appointed officials, other Fire, EMS, and OMD officials, community and business representatives and the public on all aspects of the Fire District's activities.
- Works with the Planning Board, Zoning Board of Adjustment and Building Officials on local projects and development proposals before the Town.

Strategic Planning:

- Leads the Fire District's strategic planning process.
- Establishes agreement around intended outcomes/results
- Leads environmental scan or SWOT analysis to assess and adjust the Fire District's direction in response to a changing environment.
- Reviews short and long term goals for organizational structure / infrastructure (i.e. adequate facilities, properly located and designed to provide optimum response and quality service delivery).
- Consistent provision of adequate duty staffing to safely meet service demand by effective blending of full-time paid, part-time paid, and reserve firefighters.
- Use of appropriately trained staff to support fire prevention, training, and administration.
- Effective plan for training, maintenance and deployment of special units (i.e. HazMat, Technical Rescue, Task Force 5 resources).
- Implements and maintains a progressive, continuing education plan for both career and part-time firefighters.
- Active voting member of 911 Advisory Board to provide input on communications center policies, procedures and technology.
- Active member of the EMD workgroup to review emergency medical response capability and establish medical response and care delivery best practices.
- Maintain reliable records management systems and computer networks for consistent analysis of critical operational data.

Secondary Job Functions

- Fill in for Assistant County Manager / Public Safety.
- Fill in for Deputy Chief and Fire Marshal.
- Attends BOCC meetings when required.
- Meets with Fire Reserves.

Required Competencies:

- **Leadership:** Communicates a vision and inspires motivation; engages with others (direct-reports and peers) in team process to solve problems; works to find a win/win resolution of differences; is aware of how management style impacts staff productivity and development; modifies leadership style to meet situational requirements; helps team stay focused on major goals while managing within a context of multiple directives.
- **Analytical Thinking:** Works systematically and logically to resolve problems, identify causation and anticipate unexpected results. Manages issues by drawing on own experience and knowledge and calls on other resources as necessary.
- **Change Management:** Understands the need for change and helps plan for and accommodate it as creatively and positively as possible. Is flexible and open to new ideas and encourages others to value change.
- **Adaptability:** Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; approaches change positively and adjusts behaviors accordingly; focusing on being part of the solution.
- **Delegation:** Comfortably delegates responsibilities, tasks, and decisions. Appropriately trusts others to perform. Provides support without removing responsibility.

Supervisory Responsibilities:

Operations Deputy Chief and Fire Marshal

Minimum Educational Requirements:

Bachelor's Degree from an accredited university

Experience:

Extensive, twelve (12) years or more, professional experience in fire and emergency medical service (EMS), with a minimum of five (5) years at the senior management/executive staff level. Strong background in fire services administration to include collaborative leadership, financial management of departmental budgets, planning, directing and controlling department operations, including but not limited to equipment, apparatus, and personnel.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preferred Qualifications:

Master's Degree from an accredited university

Experience:

Extensive, twelve (12) years or more, professional experience in fire and emergency medical service (EMS), with a minimum of five (5) years at the senior management/executive staff level. Strong background in fire services administration to include collaborative leadership, financial management of departmental budgets, planning, directing and controlling department operations, including but not limited to equipment, apparatus, and personnel.

License, Certifications, etc.:

KS Driver License, EMT License, National Fire Academy EFO graduate

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide Executive Search Firm Services for Sedgwick County Fire Chief Recruitment. The following objectives have been identified for this contract:

1. Acquire Services meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
3. 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, 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:

Kristen McGovern
Senior Buyer
Sedgwick County Purchasing Section
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, TUESDAY, December 11, 2018. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at bid opening, which will occur at 2:00 p.m. CST, on the due date. No information other than the respondent's name will be disclosed at bid opening.

V. Scope of Work

The successful proposer shall provide services for the county related to recruiting qualified personnel for the position of Fire Chief. Those services shall include:

1. Consulting with the Board of County Commissioners and key staff to develop a comprehensive recruitment plan, profile of qualifications criteria, and project schedule and budget. All of these items to be approved by assigned county staff or Commission prior to implementation.
2. Implementation of recruitment plan to include advertising through appropriate media, direct contact, and other processes to attract top candidates.
3. Development of recruitment materials, advertisements and postings.
4. Coordinating the application/resume and selection process.
5. Managing the process including but not limited to:
 - Managing Documentation
 - Prescreening applicants for qualifications.
 - Organizing and participating in the interview process.
6. Verification of the credentials of the finalist candidate(s) to include conducting appropriate background, criminal history checks, employment reference checks and validation of educational achievements.
7. Participating in any negotiations with the selected candidate.

VI. 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. Contractor 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.

VII. Proposal Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 5:00 p.m. CST Monday, November 26, 2018. 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 p.m. CST Thursday, November 29, 2018. 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 a minimum of 5 years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects 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) and quality control procedures.
8. Have appropriate material, equipment and labor to perform specified services.
9. Park only in designated areas and display parking permit (if provided).
10. Wear company uniform or ID badge for identification purposes.

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 |
|---|------------|
| Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response. | 20 |
| Ability to meet or exceed all requirements and scope of work. | 20 |
| Proven ability to provide high quality service. | 20 |
| Qualifications and expertise. | 20 |
| The most advantageous and prudent methodology and costs as determined by the County. | 20 |
| Total Points | 100 |

*Scoring for cost will be calculated by using the total 5 year cost (total implementation and 5 years of annual support) provided in Attachment C.

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 Section at (316) 660-7255 to confirm any and all dates.

| | |
|--|-------------------------------|
| Distribution of Request for Proposal to interested parties | November 13, 2018 |
| Questions and clarifications submitted in writing by 5:00 p.m. CST | November 26, 2018 |
| Addendum Issued | November 29, 2018 |
| Sealed Proposal due before 1:45pm CST | December 11, 2018 |
| Evaluation Period | December 12 – 26, 2018 |
| Board of Bids and Contracts Recommendation | December 27, 2018 |
| Board of County Commission Award | January 2, 2018 |

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm. The agreement for recruiting services will become effective immediately upon execution of an agreement by all parties and will remain in effect through the end of the project. The successful proposer will agree to provide itemized billing for fees and expenses based on the agreed upon fee structure.

Either party 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/39239/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, Contractor’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 3 years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, 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 Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers’ Compensation:

Applicable coverage per State Statutes

Employer’s Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

| | |
|--|----------------|
| Automobile Liability: | |
| Combined single limit | \$500,000.00 |
| Professional Liability/ Errors & Omissions Insurance: | |
| <u> </u> Required/ <u> </u> Not Required | |
| Each Claim | \$1,000,000.00 |
| Aggregate | \$2,000,000.00 |

Special Risks or Circumstances:

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

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>

Sample Contract

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

VIII. 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. The names of the staff members who will be available for work on the contract, including a listing of their work experience.
3. The firm's relevant experience, notably experience working with government agencies.
4. 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 years.
5. 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.
6. 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.
7. Proof of insurance meeting minimum insurance requirements as designated herein.
8. Those responses that do not include all required forms/items may be deemed non-responsive.
9. A specific description of your firm's process and standards for completing this project.
10. An itemized project budget to include all usual and expected fees and expenses related to completion of the project as described. Include fixed and estimated expenses and an overall minimum and maximum budget total. Also include description of the process for submitting expenses for payment and anticipated required schedule of payments.

B. Response Form

**REQUEST FOR PROPOSAL
#18-0081**

EXECUTIVE SEARCH FIRM for SEDGWICK COUNTY FIRE CHIEF RECRUITMENT

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 _____

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

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 RFQ/RFP web page and it is the vendor'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, vendor 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 _____