

**PLEASE NOTE:** This RFP was used by the Sedgwick County Health Department to hire a QI consultant. The funding for this hire was provided by the Sunflower foundation through a capacity building grant for the organization to begin developing Quality Improvement initiatives. Once the funding was secured, Sedgwick County developed this RFP to find a consultant who would conduct staff trainings, develop a QI Plan and assist with reporting. LHDs might find this useful if they are looking to hire a QI consultant for similar work.

***Most of the document contains legal information related to hiring. LHDs will probably be most interested in the following sections:***

**10:** This section describes the characteristics sought by SCHED in a QI consultant. SCHED wanted a consultant with extensive knowledge of the PHAB standards and measures; other LHDs might consider using criteria that suit their QI training needs.

**11:** This section contains the training plan developed by SCHED. It details the activities which the hired QI consultant will do. This section can be beneficial for LHDs looking to begin a QI program with the help of a consultant.



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055

[www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing)

**REQUEST FOR PROPOSAL**  
**RFP # 10-0152**  
**QUALITY IMPROVEMENT SPECIALIST**

May 26, 2010

Sedgwick County, Kansas (hereinafter referred to as *County*) desires to acquire Quality Improvement Specialist for Sedgwick County Health Department. It is anticipated that an official contract will be issued for service(s) and/or product(s) after the Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the service(s) and/or product(s) described herein.

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 three (3) copies of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CDT, Tuesday, June 15, 2010**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Receipt of vendor proposals will only be acknowledged at the bid opening (no details or pricing will be read into record). After the evaluation process proposed base pricing for goods/services may be disclosed at the Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal evaluation process. Because purchases and contractual agreements of this nature require the expenditure of public funds and the use of public facilities, proposers shall understand that portions (potentially all) of their proposal (including final contracts) will become public record after acceptance of a proposal by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to provide goods/services prior to award and will not be shared with any other persons not involved with the selection process.

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Dallas R. Shaffer, C.P.M.  
Purchasing Agent

## **1. 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. 57, 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. Those 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) or product(s) which best meets its required needs, quality levels and budget constraints.**

## **2. GENERAL & BACKGROUND INFORMATION**

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 480,000 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 3,000 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The mission of SCHD (Sedgwick County Health Department) is "To promote and protect the health of Sedgwick County residents through education, prevention, surveillance and treatment, using public health functions of assessment, assurance and policy development." SCHD has 150 staff serving in five Divisions: **Administrative Services** supports the various programs within SCHD and helps ensure resources are utilized efficiently. Administrative Services provides support for technology, finance, billing operations, and human resources. **The Center for Health Equity** exists to eliminate health disparities in the community and to create an overall healthier population. **Clinical Services** provides assessments, diagnosis, treatments, referrals, and disease prevention services for women's health, family planning, STDs and immunizations. **Children and Family Health** is comprised of WIC, Healthy Babies (group education and home visitation), Prenatal Clinic and Children's Dental Clinic. **Health Protection and Promotion** provides many essential public health services including Epidemiology, Tuberculosis Control, STD intervention, Public Health Emergency Management, Medical Reserve Corps, Metropolitan Medical Response System, Health Promotion and Community Health Assessment.

Recently, SCHD has recruited a QI council (Q-Team) to lead QI initiatives within the department. The Q-Team will be trained, provided resources and meet regularly to develop, implement and evaluate an annual QI plan. In addition to the Q-Team, other department leadership will take part in many QI training activities.

## **3. OBJECTIVES**

The County has identified the following objectives for securing a Quality Improvement Specialist described herein. Participants will learn about QI principles, methods and tools and apply what they are learning to specific projects. Generally, objectives of the project plan are to train and empower participants to:

1. Understand, select, and use QI methods and tools in daily activities to improve outcomes.
2. Coach others within their local setting to use QI methods and tools.
3. Develop a plan to incorporate QI methods and tools to make QI “the way we do business”.
4. More specific expected outcomes are listed below.
5. By using tools gained in this training plan, SCHD leadership (Q-Team and Leadership Team) will improve upon their ability to lead the development of a SCHD QI plan and lead its various components.
6. All staff will understand the importance of QI in public health.
7. All SCHD staff will understand how to use common QI tools and apply them to the work they do.
8. All staff will be trained on the PDSA (Plan-Do-Study-Act) model of QI.
9. Leadership will conduct RCI (Rapid Cycle Improvement) tests and create storyboards to display the process.

**4. SELECTION CRITERIA**

The selection process will be based on the responses to this Request for Proposal and any interviews required to verify the ability of proposer to provide information in response to this document. Vendors will not be compensated for their participation in this selection process. A committee will judge each firm’s response as determined by meeting the following criteria:

1. Meeting or exceeding all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing four (4) references verifying exemplary service. These references MUST have received service(s) of a comparable scope and size to those proposed under this RFP. Provide the business name, address, contact name, phone number, length of service contract for each site, and a brief description of the quality improvement training provided.
3. Meeting or exceeding all mandatory requirements.
4. Meeting or exceeding all minimum requirements.
5. Providing the County with the most advantageous proposal.

*The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a marketing presentation to the review committee during the evaluation period. No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee prior to the completion of the request for proposal (RFP) process. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service or product which best meets its required needs, quality levels, and budget constraints.*

**5. INSURANCE REQUIREMENTS**

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker’s compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. 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. 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.

**Worker’s Compensation:**

Applicable State Statutory Employer’s Liability

**Employer’s Liability Insurance:**

\$100,000.00

**Contractor’s Liability Insurance:**

Form of insurance shall be by a Commercial General Liability and include  
Automobile comprehensive/liability

**Bodily Injury:**

Each Occurrence \$500,000.00  
Aggregate \$500,000.00

**Property Damage:**

Each Occurrence \$500,000.00  
Aggregate \$500,000.00

**Personal Injury:**

Each Person Aggregate \$500,000.00  
General Aggregate \$500,000.00

**Automobile Liability-Owned, Non-owned and Hired**

Bodily Injury Each Person \$500,000.00  
Bodily Injury Each Occurrence \$500,000.00

**Professional Liability**

\$500,000.00

**6. INDEMINIFICATION**

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 providers 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.

**7. CANCELLATIONS**

The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable reports and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

**8. TENTATIVE TIME LINE**

The following dates are provided for information purposes and are subject to change without notice. Contact Dallas R. Shaffer, Purchasing Department at (316) 660-7258 to confirm any and all dates.

Distribution of Request for Proposal to interested parties \_\_\_\_\_ May 26, 2010  
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT \_\_\_\_\_ June 8, 2010  
Addendum Issued \_\_\_\_\_ June 10, 2010  
Sealed proposals due before 1:45 p.m. CDT \_\_\_\_\_ June 15, 2010  
Evaluation Period \_\_\_\_\_ June 16, 2010 – June 23, 2010  
Board of Bids and Contracts Recommendation \_\_\_\_\_ June 24, 2010  
Board of County Commission Award \_\_\_\_\_ June 30, 2010

## **9. QUESTIONS and CLARIFICATIONS**

Any questions regarding this document must be submitted in writing to Dallas Shaffer at [drshaffe@sedgwick.gov](mailto:drshaffe@sedgwick.gov) by 5:00 p.m. June 8, 2010. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at [www.sedgwickcounty.org/purchasing](http://www.sedgwickcounty.org/purchasing), under current RFPs/RFQs by 5:00 p.m. June 10, 2010. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

## **10. MANDATORY FIRM REQUIREMENTS**

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 RFP. Firms must meet or exceed qualifications to be considered for award. Sedgwick County Health Department (SCHD) is seeking a qualified and experienced public health quality improvement (QI) specialist to lead staff training and to provide consultation for rapid cycle improvement (RCI) test development, implementation and evaluation to address various processes within SCHD divisions. Specific responses to each must be provided with the accompanying Response Form. Firms shall:

1. The qualified trainer shall be a leader in the QI in Public Health movement with at least 10 years of experience in quality improvement in health care or public health as evidenced by the trainer's bio.
2. The qualified vendor should have an organized extensive list of training course offerings to assist SCHD in developing a customized training plan.
3. The qualified trainer shall provide evidence that they have extensive work history in developing and implementing QI tools and training programs, as well as, evaluating QI programs in the **public health setting**.
4. The qualified trainer shall be a leader in the development of new QI tools and best practices as evidenced by examples of academic positions held; book chapters and journal articles written; and other publications and/or presentations in the trainer's bio or resume.
5. The qualified trainer shall have extensive understanding of the Public Health Accreditation Board's (PHAB) Standards for Local Health Department accreditation. Additionally, the trainer should provide (via references or bio) that they have extensive history working in coordination with PHAB and State/Local health departments engaged in the PHAB beta test site program.
6. The qualified trainer shall have intimate knowledge of the PHAB Standards in order to make recommendations regarding the development of SCHD's comprehensive QI Plan, as well as, to assist the department in meeting all QI-related requirements of local health department accreditation.

## **11. MINIMUM REQUIREMENTS AND SPECIFICATIONS**

The County desires the most acceptable service(s) and product(s) available. The following specifications outline the minimum design and performance requirements for this RFP. Minimum requirements are provided to assist vendors in submitting a thorough response that meets the County's objectives. Proposals received must reflect in detail their inclusion and the degree provided. Vendors may propose methodologies which meet the purpose and meaning of the listed requirements, but should note that the proposed service(s) and/or product(s) which meets all, or most closely meets the specifications will be recommended for award within the listed selection criteria. The successful proposer shall:

### **1. Trainings 1 and 2: Building a foundation of QI knowledge**

SCHD QI leadership (12-20 people) will take part in two webcasts (or live trainings) to gain a better understanding of QI. The trainings will cover the following topics: Principles of QI, How QI Can Achieve Results, and Overview of PDSA.

**a. Notes:**

- i. Consultant will provide trainings 1 and 2 live or via webcast.
- ii. Trainings 1 and 2 should last no longer than 2 hours.
- iii. Both training agendas will be drafted by consultant and approved by the SCHD QI project manager prior to training.

**b. Time Budget:**

- i. Training Development: 5 hours total (2.5 hours per training)
- ii. Agenda meeting with SCHD Staff: 2 hours total (1 hour per training)
- iii. Training 1: 3.5 hours (includes 1 .5 hours of prep/wrap-up)
- iv. Training 2: 3.5 hours total (includes 1.5 hours of prep/wrap-up)

**2. Training 3: Applying QI workshop**

The Applying QI Workshop will allow staff (same group who participated in trainings 1 and 2) to form work-groups and apply QI methods and tools through the development and application of a Mini-QI-Plan (RCI Test).

**a. Notes:**

- i. Workshop facilitation will be provided by SCHD QI leaders.
- ii. Consultant will work with project manager via e-mail, phone and/or conference call to plan the agenda and activities for this workshop.
- iii. Participants will leave the workshop with completed RCI plan proposals.

**b. Time Budget:**

- i. Agenda Development: 2 hours (Two 1 hour phone meetings)

**3. Putting Knowledge to Action (4 months)**

Staff will implement their Mini-QI-Plan (RCI tests) to improve their selected process. Staff will receive coaching from consultant via conference call, webinar and on-site consulting, to address process issues and development of sustainability plans. Staff will develop storyboards to display.

**a. Notes:**

- i. SCHD QI project manager will e-mail each RCI proposal to consultant for review. Consultant will offer consultation, via phone, to each RCI team to provide recommendations for improvement. SCHD QI project manager will schedule these calls during a 4-hour block of time.
- ii. Throughout the RCI test period, the consultant will provide technical assistance (via e-mail) to each team, including suggestions for storyboard.

**b. Time Budget:**

- i. Review 8 RCI Proposals: 8 hours (1 hour each)
- ii. Provide Feedback to 8 RCI Teams: 4 hours (.5 hour per team)
- iii. Ongoing E-mail Consultation: 4 hours total (.5 hour per team)
- iv. Review of Storyboards: 4 hours
- v. Wrap-up w/ Teams: 4 hours (.5 hours each)

**4. Sharing/Wrap-up Session (2 days)**

At the conclusion of the RCI test period, the consultant will meet with the teams (live, via web conference or phone) as a large group to review storyboards and discuss RCI test outcomes and make suggestions for further improvement.

Secondly, RCI teams will present storyboards and take part in a large-group conversation to discuss lessons learned from their RCI test experience to all-staff. Staff will lead an all-staff introduction to QI.

**a. Notes:**

- i. Consultant will work with the QI project manager via e-mail and conference calls to plan the agendas and activities for these two sessions.

- ii. Consultant will facilitate the discussion portion of the wrap-up session with RCI teams via web conference or phone; SCHD staff will facilitate the large-group presentation, discussion and intro to QI for all-staff.
- b. Time Budget:**
- i. Agenda Development: 3 hours (Two 1.5hour meetings)
  - ii. Wrap-up session: 4 hours (20-30 minutes per team)
  - iii. Participate (by phone/WebEx TBD) in large-group presentation of Mini-QI projects: 3 hours

**PROPOSAL CONDITIONS**

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. Proposals may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.
7. Proposers MUST return the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, Suite 823, Wichita, KS 67203, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless other specified.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible and best bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their proposal.



11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The proposer responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. If a proposer is awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. The proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
17. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
18. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
19. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
20. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
21. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.

22. Unless specified elsewhere in the document, all prices quoted must be F.O.B. County destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
23. The successful proposer may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.
24. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. 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.**
25. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
  - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
  - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
  - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
  - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
  - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
26. Sedgwick County is desirous of allowing as many vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
27. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
28. No gifts or gratuities of any kind shall be offered to any County employee at any time.
29. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.
30. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

**12. PROPOSAL CONTENT**

Proposal(s) should be organized in the following format and information sequence:

1. Organizations complete name and address.
2. Provide a brief description of your firm to include but not limited to:
  - a. Qualifications.
  - b. Experience.
  - c. Depth of staff.
  - d. Resume or bio for the trainer, indicating qualifications.
3. Demonstrate firm’s ability to provide the outlined service(s) and/or product(s).
4. Provide a list of four (4) references, including business name, address, contact name, phone number, length of service contract for each site, and a brief description of the quality improvement training provided.
5. An hourly and total cost for the training plan.
6. A sample of course offerings and course descriptions.
7. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or product(s).
8. Provide a completed Proposal Response Form.

**13. PRICING**

#	Description	Hourly Cost	Total Cost
1	Training 1 and 2: Building a foundation of QI knowledge	\$	\$
2	Training 3: Applying QI workshop	\$	\$
3	Putting Knowledge to Action	\$	\$
4	Sharing/Wrap-up Session	\$	\$
	Overall Total Cost		\$

**PROPOSAL RESPONSE FORM**  
**# 10-0152**  
**QUALITY IMPROVEMENT SPECIALIST**

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 bid 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 proposal 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 \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_

General Nature of Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_

Not a Minority Owned Business \_\_\_\_\_ Minority Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_ Asian \_\_\_ Hispanic \_\_\_ Native American \_\_\_ Other \_\_\_ Woman Owned Business \_\_\_

**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/purchasing](http://www.sedgwickcounty.org/purchasing).

NO. \_\_\_\_\_, DATED \_\_\_\_\_;      NO. \_\_\_\_\_, DATED \_\_\_\_\_;      NO. \_\_\_\_\_, DATED \_\_\_\_\_

**Yes, I would like to be on the emergency vendor list.**      **No, I would not like to be on the emergency vendor list.**

**After Hours Phone #:** \_\_\_\_\_      **Emergency Contact Name:** \_\_\_\_\_

**After Hours Fax #:** \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_