

(_____) Published in The Wichita Eagle, Wednesday April 9, 2014

REQUEST FOR PROPOSAL NO. – FP440023

Sealed Request for Proposal will be received in the office of the City Purchasing Manager, 12th Floor, City Hall, 455 North Main, Wichita, Kansas, prior to **5:00 O'CLOCK P. M., FRIDAY, APRIL 18, 2014.** **One (1) original and one (1) copy of the proposal are required.** Envelopes must be marked **"Request for Proposal FP440023"** and show **Due Date and Time** to identify contents. "Request for Proposal" submittal letter must be signed and dated to submit a proposal for:

HOUSING & COMMUNITY SERVICES DEPARTMENT

CDBG – Summer Youth Employment

AS PER SPECIFICATIONS

F.O.B.: Wichita, KS

Specifications for the sealed proposals are on file in the office of the Purchasing Manager, 12th Floor, City Hall, 455 North Main, Wichita, Kansas, (316) 268-4636. The RFP is also available at the Housing & Community Services Department office or online at <http://www.wichita.gov/Government/Departments/Housing/Pages/CommunityInvestments.asp>

x

Sealed proposals shall be received in the office of the City Purchasing Manager prior to 5:00 o'clock p.m., Friday, April 18, 2014.

The review and evaluation of the submitted Proposals will take estimated 60 to 90 days before notification from the City of Wichita that a contract has been approved by City Council. If the Purchasing Division may be of further assistance, please contact us at (316)268-4636.

Dated at Wichita, Kansas, on the 4th day of April, 2014.

Melinda A. Walker
Purchasing Manager

NOTICE...NOTICE...NOTICE

NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION PROGRAM REQUIREMENTS

1. It is the policy of the City of Wichita to require that all contracts of the City and its agencies include provisions to ensure that applicants for employment with its contractors, subcontractors, vendors and suppliers are selected and employees are treated during employment, without regard to race, color, sex, religion, national origin, ancestry, disability, or age except where age is a bona fide occupational qualification.

2. The Kansas Act Against Discrimination (Kansas Statutes Annotated 44-1001 et. seq., as amended) requires every person who enters into a contract with the City of Wichita for construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services to:

- a. Observe the provisions of the Kansas Act Against Discrimination and not to discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, or age unrelated to such person's ability to engage in the particular work.
- b. In all solicitations or advertisement for employees, the contractor shall include the phrase "EQUAL OPPORTUNITY EMPLOYER" or a similar phrase to be approved by the Kansas Human Rights Commission.
- c. Upon request, inform the Kansas Human Rights Commission and/or the City Of Wichita Finance Department in writing the manner in which such person will recruit and screen personnel to be used in performing the contract.
- d. Contractor shall include the provisions of Paragraphs (a), (b), (c), and (d) of this Paragraph 2, in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
- e. EXEMPTED from these requirements are:
 - (1) Any contractor who has already complied with the provisions set forth in these sections by reason of holding a contract with the federal government or a contract involving federal funds. (Proof of compliance is required).
 - (2) Contracts entered into by any contractor who employs fewer than four (4) employees during the term of such contract.
 - (3) Contractors who hold contracts with the City of Wichita with a cumulative total value of five thousand dollars (\$5,000.00) or less during the City fiscal year.
- f. Reports requested by the Kansas Human Rights Commission shall be made on forms prepared by the Commission, copies of which are available from the Kansas Human Rights Commission, Contract Auditor, 900 S.W. Jackson Street, Suite 851 S., Topeka, Kansas, 66612.

3. During the performance of any City contract or agreement, the contractor, subcontractor, vendor or supplier of the City shall comply with all the provisions of the Civil Rights Act of 1964, as amended; The Equal Employment Act of 1972, Executive Orders 11246, 11375, 11141, Part 60 Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, The Americans with Disabilities Act and/or any law, regulation or amendments as may be promulgated thereunder.

4. Failure of any contractor, subcontractor, vendor or supplier to report to the Kansas Human Rights Commission as required by K.S.A. 1976 Supp. 44-1031 as amended or State statutes, Federal statutes or regulations pertaining to discrimination, which finding or decision or order has become final, shall be a breach of contract and any such contract may be canceled, terminated or suspended in whole or in part by the City or its contracting agency.

5. Compliance with the Equal Employment Opportunity requirements of the City of Wichita does not relieve the contractor, subcontractor, vendor or supplier of the necessity of also complying with the Kansas Act Against Discrimination.

Exemptions Claimed: Four (4) Employees or less; Federal Contract, Contract less than \$5,000.00.

NOTE: You will be contacted if you are the successful vendor and do not have a current EEO/AA submittal on file with the Purchasing Office and/or have not REGISTERED VIA THE CITY'S WEB SITE: <http://ep.wichita.gov> . Questions about the City of Wichita's EEO/AA submittal requirements should be directed to (316) 268-4417.



CITY OF
WICHITA

Community Development Block Grant

2014-2015

Summer Youth Employment Program activities

Request for Proposal

FP440023

**COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC SERVICES
REQUEST FOR PROPOSALS FOR PROGRAM YEAR 2014-15
SUMMER YOUTH EMPLOYMENT ACTIVITIES**

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SECTION 1: PROPOSAL INFORMATION AND PROJECT REQUIREMENTS

The City of Wichita has adopted a Five-Year Consolidated Plan designating as a priority the provision of Public Services, to be delivered in partnership with local community agencies and institutions. Priority needs for the 2014-2015 program year were identified by our community and include crime prevention, job training, and youth recreation/enrichment. The City of Wichita is requesting proposals from qualified agencies or governmental entities for the provision of services listed below with estimated funding for the 2014-15 year as follows:

<u>Service</u>	<u>Exhibit</u>	<u>Funding Amount*</u>
Summer Youth Employment	A	\$25,000

These services are to be implemented using federal Community Development Block Grant (CDBG) funds provided to the City of Wichita by the U.S. Department of Housing and Urban Development (HUD). Such services are to be provided in accordance with all applicable local, state and federal laws, regulations and standards

A. CDBG AGENCY AND PROGRAM REQUIREMENTS

Agency Requirements

- Proposer must be a registered not-for-profit 501(c)(3) or (c)(4) corporation or governmental entity.
- Proposer must have a current State of Kansas Certificate of Good Standing.
- All outstanding obligations from previous CDBG allocations must be met prior to execution of the new contract for PY 2014-15.
- Proposer must have no conflict of interest, including direct or indirect financial interest in the program, with regard to any officer or employee of the entities involved, including the City of Wichita.
- Proposer must address the respective service specifications outlined in the Scope of Services (See Page 4).
- Proposer must identify any deficiencies noted in audits conducted by Federal or State regulatory agencies during the last 12 months.
- While not required, proposers are reminded that federally-funded programs must seek to provide contracting opportunities to minority- and women-owned businesses/enterprises, Section 3-eligible clients and Section 3 business concerns. Proposers should contact Community Investments staff for specific instructions if they anticipate subcontracting opportunities associated with this application.

Project Requirements

- Project must serve low to moderate income residents of the City of Wichita. (See Exhibit 1)
- Project must comply with the HUD Outcome Performance Measurement System.
- Project contract term is July 1, 2014 through August 30, 2014.

B. PROJECT ELIGIBILITY

In order to meet a designated HUD national objective, this project must benefit low/moderate income individuals/households in the City of Wichita, as detailed below:

- *L/M Limited Clientele:* The project benefits a specific group of people (rather than all the residents in a particular area) For this activity, 100% of youth participants must reside in households with low or moderate incomes. (See Exhibit1 for low and moderate income 2014 guidelines).

C. SCOPE OF SERVICES

1. **SUMMER YOUTH EMPLOYMENT**

Objective: To increase long-term employability skills for youth ages 14-17.

General Information: According to research, youth training programs are a key element in assisting disadvantaged young adults to secure and maintain employment, which often translates into increased income throughout their lives. The City has designated funds to provide training and employment opportunities for youth, ages 14-17, from low- to moderate-income households. Youth may work up to 20 hours per week and be paid the federal minimum wage per hour.

Project Overview and Purpose: The City of Wichita proposes to allocate \$25,000 in CDBG funds for youth employment and training programs during the period of July 1, 2014 through August 30, 2014. The purpose of the program is to provide exposure to the responsibilities and rewards of positive work experiences. Specific outcomes could include instilling positive work habits, improving employability skills, providing income, and improving money-management/financial literacy skills.

Note: CDBG funds will be made on a reimbursement basis.

Agencies must have sufficient resources to pay youth employees in advance of receipt of CDBG funds. Reimbursement of funds may take up to 30 days. Documentation of sufficient resources to meet payroll obligation is required with proposal.

D. PROPOSAL PREPARATION

- A request for proposal is attached. The RFP is also available at the Housing & Community Services Department office and from the City's Purchasing Office:
- Finance Department/Office of Purchasing – City Hall, 12th Floor
455 N. Main – Wichita, KS 67202
Proposers may call the Community Investments Division at 462-3725 for information.

- **Deadline:**

Submit proposals to the City Purchasing Department – City Hall, 12th Floor, 455 N. Main, Wichita, Kansas no later than 5:00 p.m. Friday, April 18, 2014. Proposals received after the deadline will not be considered for funding.

E. PROPOSAL SUBMISSION

- **Submission Policy:** Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP. There is no expressed or implied obligation for the City of Wichita to reimburse responding proposers for any expense incurred in preparing proposals in response to this request. The City reserves the right to accept or reject any and all proposals.

- **Submission Requirements: One original and one copy**, including all required documents/forms must be submitted on 8½" x 11" white paper (no legal or odd sized pages permitted).
- **Corrections to Deficient Proposals:** Community Investments staff will not consider any unsolicited information that proposers may want to provide after the application submission date. Additional information or corrections which are requested by City staff must be received within 24 hours of request.

F. POST AWARD CONDITIONS

The following documents do not have to be submitted with the proposal. However, prior to contract execution, the successful proposer must:

- Complete and require each of its subcontractors to complete a Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion.
- Submit an Equal Employment Opportunity/Affirmative Action Plan to the City for approval. Provide a copy of the most current audit, including management letter.
- Provide a Certification that no funds provided pursuant to the contract will be used for lobbying pursuant to the February 26, 1990 Federal Register, New Restrictions on Lobbying: Interim Rules.
- Execute a Certification of a Drug-Free Workplace in accordance with the provisions of Subpart F of 24 CFR Part 24.
- Provide a Corporate Resolution authorizing the CEO, Chair or Executive Director to enter into a contract with the City of Wichita.

G. PROGRAM ENVIRONMENTAL REVIEW CONDITIONS

No HUD funds may be committed to the project until the proposer has secured from the City, environmental approval as provided in HUD regulation 24 CFR Part 58.

H. DISCRIMINATION PROHIBITED

No recipient or proposed recipient of any funds, services or other assistance under the provisions of this application or any program related to this application shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this application process on the grounds of race, color, national origin, ancestry, religion, physical handicap, gender or age. (Reference Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352]). For purposes of this section, "program or activity" is defined as any function conducted by an identifiable administrative unit of the Proposer receiving funds pursuant to this application.

SECTION 2: PROPOSAL EVALUATION

The City Council has designated a Grants Review Committee made up of business, nonprofit and neighborhood representatives to evaluate proposals and make recommendations to the City Manager.

During the evaluation process, the City of Wichita reserves the right, where it may serve the City's best interest, to:

- Make an award on the basis of greatest benefit to the City and not necessarily on the lowest cost;
- Accept or reject any or all proposals submitted;
- Accept part or all of a specific proposal;
- Select a single vendor or more than one vendor to provide a specific service;

- Request additional information or clarifications from Proposers;
- Retain all proposals submitted; and
- Retain any ideas in a proposal regardless of whether that proposal is selected.

There will be a three phase evaluation process. First, City staff will determine if the proposals meet the minimum threshold of information and reasonableness. Staff will utilize sections A-D below for this phase. Proposals which meet this threshold will be reviewed for content and quality according to the criteria which begins on page 7. The second review phase will be conducted by the Grants Review Committee referenced above, and may include oral presentations; their recommendations will be forwarded to the City Manager. Final review and funding decisions will be made by the City Council.

A. MANDATORY ELEMENTS

The Proposer must:

1. Be incorporated or a governmental entity, and licensed (if applicable) to practice the outlined Scope of Services in Kansas.
2. Have no conflict of interest with regard to any officer or employee of the companies involved, including the City of Wichita.
3. Adhere to the instructions of this Request for Proposal.
4. Identify all subcontractors/consortiums.
5. Have no major external quality control, regulatory or licensing deficiencies and have a record of quality service delivery.
6. Provide evidence of general liability insurance in the minimum amount of \$500,000.
7. Include a current list of the Board of Directors.
8. Provide a proposal cover page containing an authorized signature.
9. Submit a full and complete proposal, including Forms A through H, and all required forms and documents.

B. APPROACH

The Proposal should:

1. Clearly demonstrate how the proposed project will address the factors identified in the scope of services (p. 4) and provide an adequate plan to address all RFP requirements.
2. Demonstrate adequate staffing resources to successfully implement proposed project.
3. Demonstrate program value, including a program budget that is reasonable and appropriate.
4. Include outcome measures that are clearly defined, can be objectively measured, and are realistically attainable.
5. Demonstrate a program design based on documented community need, research/outcome data, or an identified "best practice" approach.
6. Identify how the proposed project will strengthen families or increase parental involvement in youth

C. TECHNICAL QUALIFICATIONS

The proposer has:

1. Experience and expertise, based on past performance, to fulfill all RFP requirements.
2. Professional staff with knowledge, skills and abilities commensurate with the project needs.
3. Experience successfully implementing CDBG (or other Federal and/or State) funded programs.
4. Demonstrated successful experience collaborating with other community agencies.

5. Demonstrated ability to leverage additional resources, including community partnerships (volunteers and/or staff) or other non-City funds

D. COST

The proposed budget:

1. Includes cost detail, narrative, and justification that is reasonable and appropriate
2. Demonstrates that project administrative costs are reasonable and proportionate to total agency administrative costs.

E. CONTENT AND QUALITY REVIEW

The review and selection process includes:

1. Confirmation of timely submission and proposal completion
2. Staff analysis
3. Grants Review Committee Review and ranking
4. Oral Presentations and Question/Answer session (Public comment invited)
5. Funding recommendations

F. FINAL SELECTION

The City of Wichita will select a proposer based on the Grants Review Committee's recommendation to the City Manager.

SECTION 3: PROPOSAL FORMAT AND RATING FACTORS

Instructions: Proposers must structure proposals to provide the following information in the order indicated and in the format outlined.

Format Outline:

- **Cover sheet**
- **Need/extent of the problem**
 - **Form B**
- **Activity description/program design**
- **Performance and evaluation criteria**
 - **Form C**
- **Organizational capacity**
 - **Form D**
 - **Form E**
- **Costs and resources**
 - **Form F**
 - **Form G**
 - **Form H**
- **Required forms and documents**
 - **Completed checklist (Form A)**
 - **Required attachments**

Proposers should consider the following additional guidance:

- Be specific. Targeted and concisely stated detail will help staff and the Grants Review Committee better evaluate the proposal.
- Do not overestimate projections. If the project is funded and project goals are not accomplished, it is possible that future funding may be denied or reduced.
- Tie responses to the general information, overview and purpose statements included in the Scope of Services section.

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A. COVER SHEET

A separate Proposal Cover Sheet with a complete set of documentation/forms is required for and must be attached to each proposal submitted.

2014-15 COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR FUNDS	
<input type="checkbox"/> Summer Youth Employment Program	
Legal Agency Name:	DUNS#:
Executive Director:	Phone:
Email:	Federal ID #:
Agency Address:	
Contact Name (if different):	
Title:	Phone:
Program/Project Name:	
Project Address (if different):	
Email:	Fax:
Council District(s) to be served: <input type="checkbox"/> City-Wide <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6	
Authorized Signature:	Date:
Typed Name/Title:	

BRIEF PROJECT DESCRIPTION

Please provide a one-sentence description of your proposed project (not your organization):

PROPOSED PROJECT ACCOMPLISHMENTS

Please provide a one-sentence description of the anticipated accomplishments if funding is awarded:

What is the total estimated number of persons to be served by this proposed project? _____

What is the estimated number of low/moderate income persons to be served by the proposed project? _____

What is the total budget for the proposed project? _____

What is the amount of CDBG funds requested? _____

B. NEED/EXTENT OF THE PROBLEM

This factor requires a description of the specific risk factors which the proposed project will address and should reference the objective, overview, and purpose identified in the RFP Scope of Services (Section 1C). Provide justification for the target population to be served, and detail how the agency/program staff will document that beneficiaries are low/moderate income. Cite any available research or data to document the need. Complete *Form B - Anticipated Program Beneficiaries and Unit Cost*. **Limit 1 page, plus Form B.**

C. ACTIVITY DESCRIPTION/PROGRAM DESIGN

This factor requires a detailed description of the proposed activity, including how the activity will address the items noted in the RFP Scope of Services (Section 1C). Provide a timeframe for implementation of project activities. Specify how the proposed project will identify, recruit, and retain program participants, including the anticipated number of participants from L/M income households. Provide a curriculum summary, if applicable. Reference should be made to any research and/or best practices which support the proposed approach. **Limit 1 page.**

D. PERFORMANCE AND EVALUATION CRITERIA

This factor requires a detailed description of the outcomes that will be attained if the proposed project is funded. Proposal should specifically identify the outputs, outcomes, indicators, and targets. A minimum of three measurable outcomes is required. Proposal should describe the data collection process and the evaluation methodology, as illustrated in Exhibit 2. Complete *Form C - Outcome Measurements and Indicators*. **Limit 1 page, plus Form C.**

E. ORGANIZATIONAL CAPACITY

This factor requires an overview of the agency/organization, including history, mission, staff size, and previous experience successfully conducting this type of activity. Specify any staff experience or training requirements pertinent to the proposed project. If proposal involves a partnership with other agencies/organizations, describe the role and responsibilities of each. Complete *Form D - Organizational Information* and *Form E - Designation of Authorized Signatures*. **Limit 1 page, plus Forms D and E.**

F. COSTS AND RESOURCES

This factor requires a detailed description of the proposed project costs (including budget with narrative and justification) and resources (including additional resources to be leveraged if project is funded). Leveraged resources may include other funding or in-kind contributions such as equipment, staff, or volunteer resources. Complete *Form F - Funding Request Detail*, *Form G - Summary of Revenue and Resources*, and *Form H - Summary of Staff*.

Note: The amount of CDBG funds awarded may be less than the amount requested, which will require submission of a revised budget and description of how the proposed activity can be implemented with reduced funding prior to the commitment of funding. Please indicate in this section whether your proposed activity could be undertaken with a reduced commitment of funding and, if so, how that would affect the scope of services proposed.

Limit 1 page, plus Forms F, G, and H.

PLEASE CONTACT THE COMMUNITY INVESTMENTS DIVISION AT 462-3725 WITH QUESTIONS REGARDING THIS RFP.

REQUIRED FORMS AND DOCUMENTS CHECKLIST

Instructions: Failure to submit required documents may be grounds for rejection of the proposal. Check "Yes" or "No", to indicate whether or not documents/forms are attached. If any documents/forms are not attached, provide a written explanation.

Document/Form Title	Yes	No
1. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
2. Form A – Required Forms and Documents Checklist	<input type="checkbox"/>	<input type="checkbox"/>
3. Form B – Anticipated Program Beneficiaries and Unit Costs	<input type="checkbox"/>	<input type="checkbox"/>
4. Form C – Outcome Measurements and Indicators	<input type="checkbox"/>	<input type="checkbox"/>
5. Form D – Organizational Information	<input type="checkbox"/>	<input type="checkbox"/>
6. Form E – Designation of Authorized Signatures for Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>
7. Form F – Funding Request Detail	<input type="checkbox"/>	<input type="checkbox"/>
8. Form G – Summary of Revenue/Resources for Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>
9. Form H – Summary of Program Staff	<input type="checkbox"/>	<input type="checkbox"/>
10. Copy of Current Audit, including Management Letter	<input type="checkbox"/>	<input type="checkbox"/>
11. Evidence of \$500,000 General Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the information provided in this application is true and correct and that no person(s) who exercise or have exercised any functions or responsibilities with respect to this activity, who are in a position to participate in a decision making process or gain inside information with regard to such activity, may obtain any financial interest or benefit from this assisted activity.

Board Chairperson/Chief Executive Officer

Date

ANTICIPATED PROGRAM BENEFICIARIES AND UNIT COSTS

INSTRUCTIONS: Please use this form to identify anticipated participants (beneficiaries) of your proposed program.

PROGRAM NAME: _____

Summer Youth Employment Program

DEMOGRAPHICS	A	B	C	D
	2012-13 Actual	2013-14 Projected Actual*		2014-15 Anticipated
1. UNDUPLICATED # of participants				
2. Age Group:				
a. Infants to Under 5				
b. 5 to 12				
c. 13 to 18				
d. 19 to 59				
e. 60 to 69				
f. 70+				
g. Total				
3. Gender:				
a. Male				
b. Female				
c. Total				
UNIT COSTS				
4. Total Budget For proposed project				\$
5. Unduplicated number of participants	((Same as line 1 above))			
6. Cost per participant (= Budget/# participants)				\$

*Provide data through March 30, 2014

OUTCOME MEASUREMENTS AND INDICATORS

INSTRUCTIONS: *Identify the specific outputs, outcomes, indicators and annual target(s) in the table below.*

PROGRAM NAME: _____

Outputs (What will you do?)	Outcomes (What will be the result?)	Indicators (How will you measure the result?)	Target (What results are anticipated?)
<i>Example: Provide tutoring for 30 students</i>	<i>Improved reading skills</i>	<i>Pre- and post-test</i>	<i>90% of participants will improve reading skills</i>
<i>Example: Provide job skills training for 50 students</i>	<i>Students will obtain/maintain employment</i>	<i>Supervisor Evaluation</i>	<i>80% of participants completing training program will receive satisfactory rating by supervisor</i>

For each outcome identified above (minimum of 3), please answer the following:

#1 #2 #3

Anticipated number of program participants: _____ _____ _____

Anticipated number to be evaluated: _____ _____ _____

Anticipated number of participants achieving identified outcome: _____ _____ _____

Percentage of participants achieving identified outcome: _____ _____ _____

ORGANIZATIONAL INFORMATION

PROGRAM NAME: _____

INSTRUCTIONS: *List all agency Board members, officers or partners and their home address. Identify members by ethnicity and race. Indicate if any Board member, officer, or staff member has a conflict of interest, including direct or indirect financial interest in the program. If yes, please submit a statement of explanation on a separate sheet.*

Name	Address	Ethnicity*	Race**	Direct/Indirect Interest	
				Yes	No

*Ethnicity Code: a) Hispanic/Latino b) Non-Hispanic/Latino
 **Race Code: a) White b) Black c) Asian d) American Indian/Alaskan Native e) Native Hawaiian/Pacific Islander f) Two or more races g) Unknown

DESIGNATION OF AUTHORIZED SIGNATURES FOR PROPOSED PROGRAM 2013-14

ORGANIZATION: _____

On behalf of the Board of Directors of the above named organization I certify that the following individuals are authorized to submit proposal documents and provide any supplemental information requested on behalf of the organization:

Authorized Signatures:

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

Board Chairperson

Date

FUNDING REQUEST DETAIL

PROGRAM NAME: _____

AMOUNT OF FUNDS REQUESTED: _____

TOTAL ANTICIPATED PROGRAM BUDGET: _____

<u>OBJECT LEVEL</u>	<u>ACCOUNT CLASSIFICATION</u>	<u>REQUESTED AMOUNT</u>
1195	Delegate Agencies - Payroll	_____
1495	Delegate Agencies – Employee Benefits	_____
1595	Delegate Agencies – Payroll Taxes	_____
2195	Delegate Agencies – Utilities	_____
2295	Delegate Agencies – Telephone	_____
2296	Delegate Agencies – Postage & Shipping	_____
2395	Delegate Agencies – Travel	_____
2295	Delegate Agencies – Conferences	_____
2495	Delegate Agencies – Insurance Charges	_____
2595	Delegate Agencies – Professional Fees	_____
2795	Delegate Agencies – Equipment Rent	_____
2805	Delegate Agencies – Building Maintenance	_____
2902	Advertising	_____
2906	Membership Dues	_____
2917	Printing and Photocopying	_____
2995	Delegate Agencies – Rent	_____
2795	Delegate Agencies – Other Contractuals	_____
2795	Delegate Agencies – Administrative Charges	_____
3195	Delegate Agencies – Supplies	_____
3595	Delegate Agencies – Materials	_____
3995	Delegate Agencies – Miscellaneous Commodities	_____
GRAND TOTAL		_____

SUMMARY OF REVENUE/RESOURCES FOR PROPOSED PROGRAM (2014-15)

Agency Name: _____ Program Name: _____

Total Budget for Proposed Project: _____ CDBG Amount Requested: _____

Instructions: *On the Table below, itemize all sources of funds to support this proposed project.*

AMOUNT OF FUNDS	SOURCE	TYPE
EXAMPLE: \$10,000	EX: STATE OF KANSAS	EX: KSG GRANT
EXAMPLE: \$15,000	EX: COMMUNITY FOUNDATION	EX: PROJECT GRANT
EXAMPLE: \$13,250	EX: AGENCY FUNDS	EX: PRIVATE DONATIONS
TOTAL AMOUNT: \$		

On the Table below, identify any additional resources your proposed project will leverage:

TYPE OF RESOURCE	SOURCE	VALUE
EXAMPLE: 10 VOLUNTEERS/15 HOURS EACH	SCHOOL DISTRICT PARTNERSHIP	APPR. \$1,500
EXAMPLE: WEEKLY FOOD AND SNACK ITEMS	DONATION FROM CHURCH PARTNER	\$1,360
EXAMPLE: 50 MOVIE PASSES FOR YOUTH	PRIVATE DONATION	\$450.00
		TOTAL VALUE: \$

SUMMARY OF PROGRAM STAFF

PROGRAM NAME: _____

Instructions: Please list all staff members, current and anticipated, of the proposed program whose salary will be paid in full or in part by CDBG funds.

Employee Name, if known	Position Title	A Actual Salary Per Pay Period	B Percent of Time Charged to CDBG, if any	C Number of Pay Periods	D (A x B x C) CDBG Share
				Total CDBG-Funded Salaries: \$	_____

Pay Period: Weekly Biweekly Monthly

CDBG-funded Salaries – Full Time Employees: _____
 Salaries – Part Time Employees: _____
 Salaries – Per Performance Employees: _____
 Salary Subtotal: _____

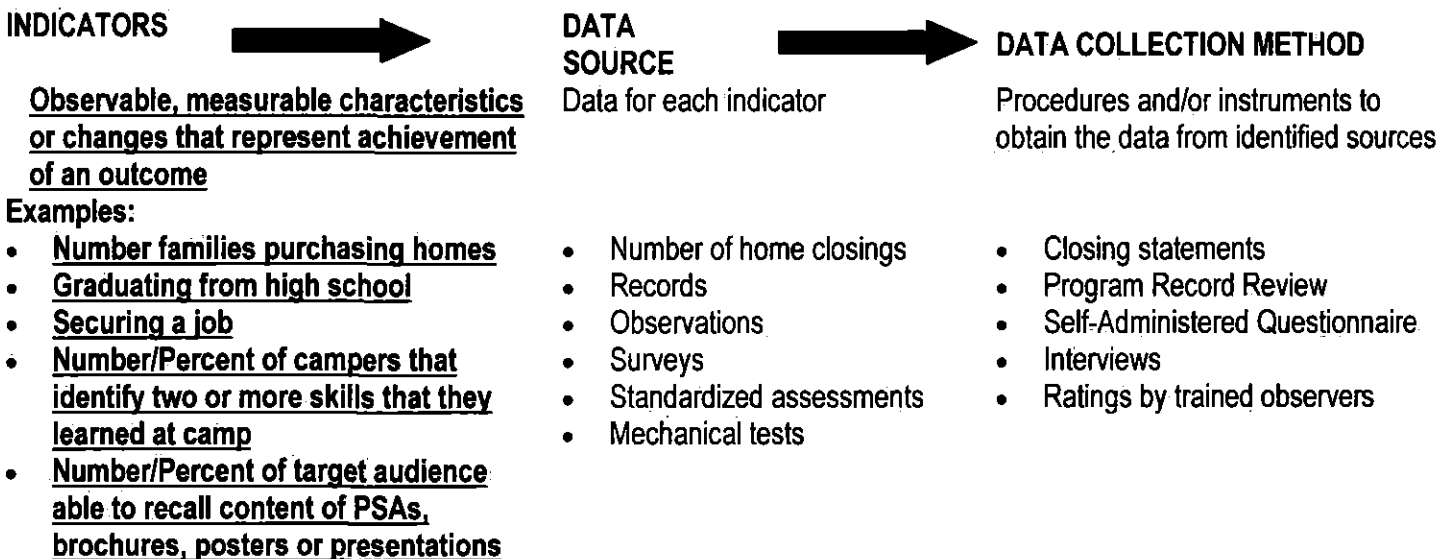
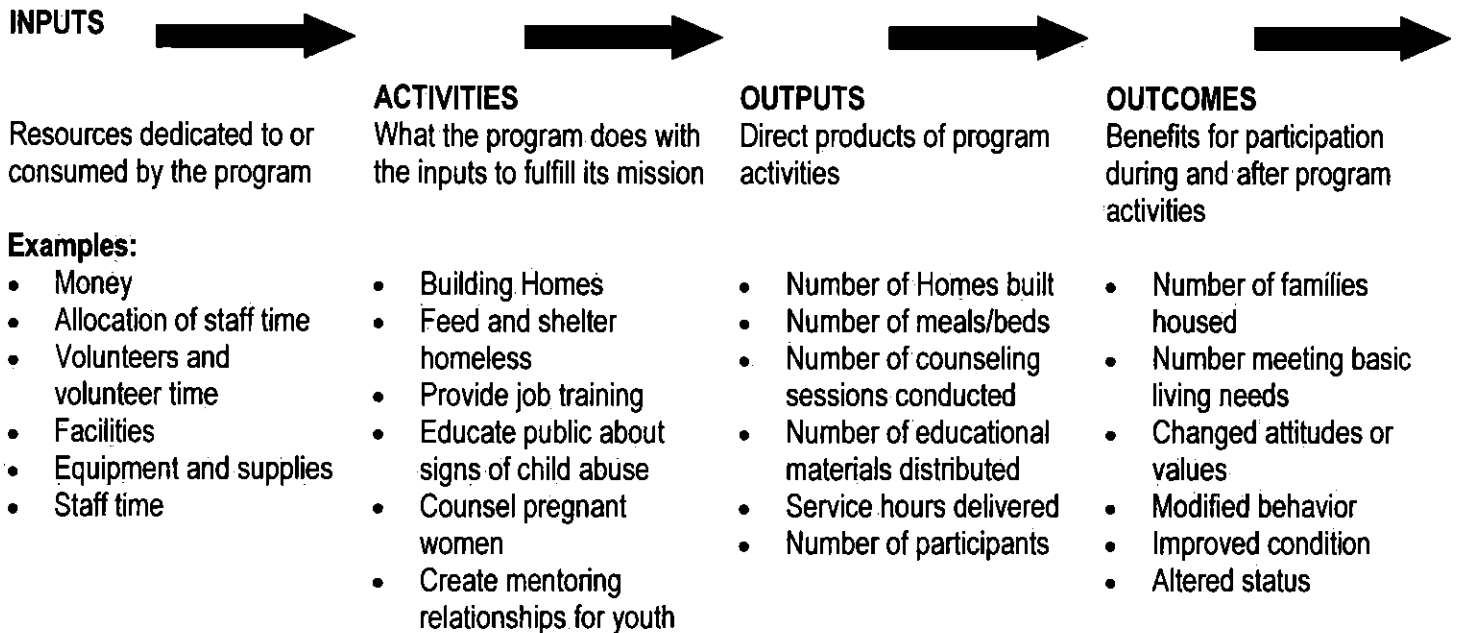
 7.65% FICA: _____
 Health Insurance: _____
 Life Insurance: _____
 Dental Insurance: _____
 Retirement: _____
 Kansas Unemployment: _____
 Worker's Compensation: _____
 Other – Specify: _____
GRAND TOTAL OF CDBG STAFF COSTS: _____

***Federal 2014 Household Income Limits
Wichita, Kansas**

Family Size	Extremely Low 30%	Very Low 50%	Low 80%
1	\$13,850	\$23,100	\$36,900
2	\$15,800	\$26,400	\$42,200
3	\$17,800	\$29,700	\$47,450
4	\$19,750	\$32,950	\$52,700
5	\$21,350	\$35,600	\$56,950
6	\$22,950	\$38,250	\$61,150
7	\$24,500	\$40,900	\$65,350
8	\$26,100	\$43,500	\$69,600

*Subject to change, pending finalization by the U.S. Department of Housing and Urban Development

Summary of Program Outcome Model



Constraints on the program include – laws, regulations, and grantor’s requirements

Source: United Way of the Mid Plains

PROFESSIONAL LIABILITY INSURANCE SPECIFICATIONS

The **Successful Proposer** will be required to furnish a Certificate of Insurance (prior to the Purchase Order, Agreement, or Contract being issued) with the following minimum coverage:

Workman's Compensation – Statutory
Employer's Liability - \$500,000 each occurrence.

Such coverage shall protect the **Successful Proposer** from damages resulting from the negligent acts of the **Successful Proposer**, its agents, officers, employees and subcontractors in the performance of the professional services rendered under this agreement. Such policy of insurance shall be in an amount not less than \$500,000.00 subject to a deductible of \$10,000.00. In addition, a Workman's Compensation and Employer's Liability Policy shall be procured and maintained. This policy shall include an "all state" endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees arising out of and in the course of their employment, which, for any reason, may not fall within the provisions of the Workman's Compensation Law.

The Insurance Certificate must contain the following:

Statement that the Contractual Liability includes the Liability of the City of Wichita assumed by the Contractor in the contract documents.

The Certificate of Insurance must be submitted **within ten (10) days** after notification of award to the City of Wichita Purchasing Manager, City Hall, 12th Floor, 455 North Main, Wichita, Kansas, 67202-1694.

END OF SPECIFICATIONS

(R02/11)

RFP CONDITIONS

1. Certification 1-The Consultant hereby certifies that:

- A. The Consultant has not employed or retained for a commission, percentage, brokerage, contingent fee, override or other consideration, any firm or person at any time or for any purpose, (other than a bona fide employee working solely for the above Consultant) to solicit or secure this Agreement.
- B. The Consultant has not agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement.
- C. The Consultant has not paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for the above consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement, except as here expressly stated (if any).

2. Certification 2- The Consultant hereby certifies that:

No Lobbying and Influencing Federal and/or City Employees or City Council Members:

- (a) No Federal or locally appropriated funds shall be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, an officer or employee or City Council member of the City of Wichita, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant and the amendment or modification of any Federal grant.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal grant, the contractor shall complete and submit Standard Form-LLL, "Disclosure of Lobby Activities" in accordance with its instruction.

3. Certification 3-The Consultant hereby certifies that:

Conflict of Interest

The Consultant certifies that no member, officer, employee, agent, or City Council member of the City of Wichita member exercising any functions or responsibilities with respect to the program outlined in this contract shall have any personal financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. The Consultant shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of this section. The Consultant shall use due diligence to ensure employees, Board members, family members and officers do not participate in contracts receiving funds pursuant to this agreement.

KANSAS OPEN RECORDS ACT

Pursuant to the Kansas Open Records Act (K.S.A. 45-215 et seq.), all proposals received become a public record once award of the contract or agreement has been approved by the City Council. Proposing firms should not expect the City to seek confidentiality protection for any claimed privileged or proprietary information in the written proposal just because the material is marked "confidential" or "proprietary." For any essential information that the proposing firm reasonably believes can be defended as being exempt from disclosure under the Act, the informal must be capable of being separated or redacted from the balance of the proposal and should be clearly and specifically marked as confidential or proprietary. For any material so designated, the City will seek to claim confidentiality if the justification for such confidentiality is readily apparent or if the proposing firm requests that the City to contact the proposing firm for guidance before making the material public. The City cannot guarantee the confidentiality of claimed material, however.

SUBCONTRACTING/JOINT VENTURES

Proposing firms are encouraged to consider subcontracting portions of the contract to emerging and disadvantaged businesses and women-owned businesses. A joint venture between two or more firms is wholly acceptable if it serves the best interests of the City of Wichita. If this is done, the names of the proposed subcontracting firms must be clearly identified in the proposal. Following an award of the contract, no additional subcontracting will be permitted without the express prior written consent of the City of Wichita. The firm receiving the contract award will be responsible for any work of such subcontractors and sign the contract with the City of Wichita.

EMERGING AND DISADVANTAGED BUSINESS PARTICIPATION

The City of Wichita encourages all proposing firms to include emerging and disadvantaged business participation in their proposals. Therefore, each proposing firm shall specifically identify the participation of emerging and disadvantaged contractors and subcontractors in the work to be performed by the proposing firm and shall list such emerging and disadvantaged contractors or subcontractors by name and show the dollar amount of work to be performed by each in the proposal.

GENERAL SPECIFICATIONS

PROPOSAL FORMS

All proposals **MUST** be submitted and signed by an officer or employee authorized to sign proposal. Any exceptions, to the specifications, terms and/or other conditions concerning the proposal, must be noted in the "Proposal" to be considered. The "Proposal" is to be submitted in an envelope showing a return address, the proposal number and due date. Vendors are requested to submit current literature or brochures relating to their proposal.

CONFLICT OF INTEREST

The firm is required to disclose that it has no conflict of interest with regard to any officer or employee of the companies involved including the City of Wichita.

LICENSE

Vendors bidding on commodities or services for the City of Wichita must be currently licensed by the City of Wichita or the State of Kansas, where applicable, before a purchase order or contract will be issued.

CONTRACT

The successful vendor agrees to enter into a contract with the City, and when required, as per specifications, to furnish bond by a surety company authorized to do business in the State of Kansas.

EMERGING & DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION ENCOURAGEMENT

The City of Wichita encourages all vendors to include emerging & disadvantaged business participation in their proposals.

ARBITRATION PROVISIONS

"Notwithstanding anything to the contrary contained in these proposal documents or the contract to be awarded herein, the City shall not be subject to arbitration and any clause relating to arbitration contained in these proposal documents or in the contract to be awarded herein shall be null and void."

ANTITRUST LITIGATION CLAUSE

"For good cause, and as consideration for executing a purchase order/contract, the contractor, acting therein by and through its authorized agent, hereby conveys, sells, assigns, and transfers to the City of Wichita, all rights title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Kansas, relating to the particular product, products, or services purchased or acquired by the City of Wichita, Kansas, pursuant to a purchase order/contract.

CONSTRUCTION - PAVING PROJECTS

On construction or paving projects, contractors **MUST** contact the City Controller's Office, City Hall, 12th Floor, 455 North Main Street for a Kansas Sales Tax Exemption Certificate prior to starting work. Contractors will be responsible for paying Kansas Sales Tax on any purchase for these projects made before the certificate is issued.

RESTORATION

"Contractor shall, as a condition of final payment, restore all right-of-way and adjacent private property which has been disturbed, damaged or otherwise affected by construction to a condition equal to or better than existed prior to the commencement of construction. Such restoration shall include but not be limited to regrading and seeding of areas where grass was planted and growing prior to construction; provided, however, such regrading and seeding of lawn areas, when completed, shall be considered to be restoration of an area to a condition equal to or better than previously existing grass growth and Contractor shall have no responsibility to ensure growth of such seeded area(s). This restoration shall be considered part of the contract work and Contractor shall be responsible for the performance of such restoration work in the same manner as it is responsible for the performance of the contract work."

FEDERAL EXCISE TAX

The articles specified in this proposal are for the exclusive use of the City of Wichita, Kansas. Therefore, Federal Excise Tax shall not be imposed. The City of Wichita, Kansas Federal Excise Tax Exemption Certificate Number is 48 77 0021K.

ESTIMATED QUANTITIES

If estimated quantities are shown, on the "Request For Formal Proposal" form, they are used to evaluate the proposal only. The figure(s) listed is the estimated usage only and is not intended to limit or guarantee in any way, the amount the City may purchase under the purchase order/contract.

CITY OF WICHITA CREDIT CARD

Presently, many City Agencies use a City of Wichita Procurement Card (Visa) in lieu of a City warrant to pay for some of its purchases. No additional charges will be allowed for using the card.

DELIVERY

Delays in delivery caused by bona fide strikes, government priority or requisitions, riots, fires, sabotage, acts of God or any other delays deemed by the Purchasing Manager to be clearly and unequivocally beyond the contractor's control, will be recognized by the City, and the contractor will be relieved of the responsibility of meeting the delivery time, as stipulated in the contract, upon contractor's filing with the Purchasing Manager a notarized just and true statement signed by a responsible official of the contractor's company, giving in detail all the essential circumstances which, upon verification by the City, justifies such action by the Purchasing Manager.

AWARD

The City, through its Purchasing Manager reserves the right to accept or reject any or all proposals and any part of parts of any proposal and to waive formalities therein to determine which is the most beneficial proposal. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be cause for rejection of the proposal. All proposals are awarded subject to a check of the computations shown on the "Request For Proposal" form. In the event of a discrepancy in the extension(s) or total for the item(s), the unit cost shall prevail.

Vendors must guarantee proposal prices for a period of ninety (90) days after the proposal.