

Department of Procurement & Contract Compliance



Quote 28-262 for

**“Liveable Neighborhoods
Leadership Trainer”**



Unified Government Of Wyandotte County/Kansas City, Kansas
MINIMUM SPECIFICATIONS AND REQUIREMENTS

**Quote 28-262 for "Liveable Neighborhoods
Leadership Trainer"**

Instructions to Quote: Vendor must quote the item exactly as specified, or indicate with a description any deviation. If no deviation is indicated, the vendor must produce the item as specified in this quote. Additional sheets may be used if necessary but must reference the specification number.

Reasonable accommodations will be made to qualified individuals with a disability on an as needed basis, provided adequate notice is given by prospective vendors. Solicitations from qualified minority, and women owned businesses, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. This encouragement does not imply preference and all solicitations will be evaluated equally.

1.0 General Conditions and Requirements:

- 1.1 All quotes shall be signed by authorized personnel. The quote and contract shall be submitted for the approval of the Purchasing Agent, who reserves the right to reject any or all quotes. The Unified Government of Wyandotte County/Kansas City, Kansas reserves the right to waive minor deviations from the minimum specifications.
- 1.2 All prices shall be quoted F.O.B., Kansas City, Kansas. All sales will be made in accordance with the prices, terms and conditions of the Invitation for Quote and any subsequent term supply and service contract.
- 1.3 Each quote shall be submitted in a sealed envelope, and shall be addressed as follows: **Procurement & Contract Compliance Office, Municipal Office Building, 701 North 7th Street, Room 629, Kansas City, Kansas, 66101. *The outside of each sealed envelope containing a quote shall be plainly marked with the project name, and the name and address of the vendor. If this information does not appear, the quote may be rejected.***
- 1.4 The Unified Government of Wyandotte County/Kansas City, Kansas reserves the right to award a contract in whole or in part to the lowest responsive and responsible bidder(s) as provided in R3-404.02 of the Procurement Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas.
- 1.5 The Unified Government of Wyandotte County/Kansas City, Kansas reserves the right to reject any or all bids, in whole or in part, as provided in Sections R3-201.04 and R3-201.05 of the Procurement Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, and all Bidders must agree that such rejection shall create no liability on the part of the Unified Government of Wyandotte County/Kansas City, Kansas, because of such rejections; and the filing of any bid in response to this Notice shall constitute an agreement of the Bidder to these conditions.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

- 1.6 It is the expressed intent of these specifications to describe the minimum requirements for the above-referenced item(s). **Please note that all quoters are required to document any deviations from these specifications.**
- 1.7 Any items appearing in the manufacturer's regularly published literature and specifications, and listed therein as standard, shall be supplied in the vendor's proposal unless exceeded by these specifications.
- 1.8 Conditioned quotes from the vendor shall be rejected as non-responsive unless the Unified Government of Wyandotte County/Kansas City, Kansas identifies conditions in the quote specifications.
- 1.9 The quote shall include all costs associated with the purchase, shipping, delivery, licenses or any other costs associated with the sale of the products or performance of services.
- 1.10 It is the responsibility of each vendor, before submitting a quote, to examine the documents thoroughly, and request written interpretation of clarifications upon discovering any conflicts, ambiguities, errors or omissions in the documents. Any Questions regarding the Minimum Specifications and Requirements shall be directed in writing to the Office of Procurement and Contract Compliance ATTN: **Chris Slaughter, Room 649, 701 North 7th Street, Kansas City, Kansas 66101. Phone: 913-573-5441; Fax: 913-573-5444 and Email: csllaughter@wycokck.org.** All Questions must be received no later than **June 4, 2008 before 4:00 p.m.**
- 1.11 The successful vendor must provide proof of workers' compensation insurance prior to contract approval.
- The successful vendor must secure the insurance coverage required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. A vendor's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.
- 1.12 It is the intent of the Unified Government to track subcontractor participation. Attachment A has been provided to facilitate this requirement. Failure to submit this form will be interpreted as non-responsiveness and will be grounds for rejection of your bid.

2.0 Occupational Taxes and Contract Award:

- 2.1 A contract for the item(s) will be awarded, in whole or in part, to the lowest responsive and responsible quote(s) as determined by the minimum specifications and requirements contained herein.
- 2.2 **Prior to contract award, the successful vendor(s) must ensure that all occupational taxes are paid. For information, contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780.**

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

2.3 Breach of this covenant may be regarded as a material breach of contract.

3.0 Approved Equivalents:

3.1 Vendors shall submit detailed manufacturer's specifications for each item being proposed as an "approved equal". Please note that any use of brand names herein, is for the purpose of describing the standards of quality, performance and desired characteristics of the item(s), and is not intended to limit or restrict competition.

4.0 Cooperative Purchasing:

4.1 The vendor agrees to provide products and/or services to any Municipality, County, State, Governmental Public Utility, Non-Profit Hospital, Educational Institute, Special Governmental Agency, and Non-Profit corporation performing governmental functions that participates as a joint bidder in or is represented by the Mid-America Council of Public Purchasing (MACPP) and/or Mid-America Regional Council (MARC) in the Greater Kansas City Metropolitan Trade Area.

4.2 Sales will be made in accordance with the prices, terms and conditions of the invitation for bid and any subsequent term contract.

4.3 All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other procurement administration will be the responsibility of the ordering jurisdiction.

4.4 Administrative Procurement Officer:

Each jurisdiction that is a party to the joint bid has authority to act as an Administrative Procurement Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipments to the jurisdiction.

4.5 Principal Procurement Officer:

The principal procurement officer is responsible for handling the solicitation and awarding the contract. The Principal Procurement Officer is **Chris Slaughter**; Purchasing Division; Unified Government of Wyandotte County/Kansas City, Kansas.

5.0 Required Standard Contractual Terms and Conditions:

The following terms and conditions must be agreed to by the successful vendor and are hereby made a part of the contract entered into between the Unified Government and the successful vendor, unless specifically modified in writing:

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Controlling Provisions:

The terms of this Contractual Provisions Attachment prevail and control over the terms of any other conflicting provision in any other document relating to the Agreement in which this attachment is incorporated.

Governing Law:

This Agreement is subject to, governed by, and construed according to the laws of the State of Kansas.

Cash Basis Law:

This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 and amendments thereto. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Unified Government. The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government's current budget year or b) funds made available from any lawfully operated revenue producing source.

Disclaimer of Liability:

The Unified Government shall not hold harmless nor indemnify the Contractor for any liability whatsoever.

Anti-Discrimination Requirements:

During the performance of this Agreement, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, age, national origin, or ancestry. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, color, sex, disability, age, national origin, or ancestry. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government setting forth the provisions of this nondiscrimination clause.
- b. Written notice of award shall be sent to the successful vendor. The successful vendor shall, within seven (7) days from the date of receipt of the notice of award, come into compliance with chapter 11 of the Procurement Code and Regulations regarding Affirmative Action and Equal Employment Opportunity as required by Sections 18-86 and 18-87 of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Contact the Human Relations Department located on the 3rd Floor of the Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas 66101, or call (913) 573-5467 for information regarding compliance requirements.

- c. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.
- d. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor.
- e. The Contractor shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.
- f. If the Contractor shall fail, refuse, or neglect to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the contract and such Agreement may be terminated, canceled, or suspended, in whole or in part, and the Contractor may be declared ineligible for any further Unified Government contracts for a period of up to one year. Provided that, if a contract is terminated, canceled, or suspended for failure to comply with this section, the Contractor shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility
- g. The Contractor shall assure that it is in compliance and shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with the applicable sections of the Equal Employment section of this Agreement and the following, as applicable: Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d *et seq.*), and amendments thereto; Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e *et seq.*), and amendments thereto;

Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 *et seq.*), and amendments thereto; the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*), and amendments thereto; the Kansas Act Against Discrimination K.S.A. 44-1001 through 1004), and amendments thereto; Article 11 of the Unified Government Procurement Code and Regulations, and amendments thereto; and Sections 18-66 and 18-87 of the 1986 Code of Ordinances of Kansas City, Kansas, and amendments thereto. Such records shall at all times remain open to inspection by an individual designated by the Unified Government for such purpose.
- h. The Contractor and the Unified Government, in carrying out this Agreement, shall also comply with all other applicable existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.
- i. The Contractor will be required to conform to Affirmative Action and Equal Employment Opportunity requirements prior to the execution of this Agreement.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Termination for Default:

- a. If the Contractor refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the Procurement Officer may notify the Contractor in writing of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the Procurement Officer, such officer may terminate the Contractor's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.
- b. The Unified Government shall pay the Contractor the costs and expenses and reasonable profit for services performed by the Contractor prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due the Contractor such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by the Contractor because of the default.
- c. Except with respect to defaults of subcontractors, the Contractor shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if the Contractor has notified the Procurement Officer within 15 days of the cause of the delay and the failure arises out of causes such as acts of God, acts of the public enemy, act of the Unified Government and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, or other labor disputes. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the Contractor to meet the contract requirements. Upon request of the Contractor, the Procurement Officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Contractor's progress and performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly.
- d. If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and both the Unified Government and the Contractor agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued.
- e. The following acts committed by the Contractor will constitute a substantial breach of the agreement and may result in termination of the agreement.
 - (1) If the Contractor is adjudged bankrupt or insolvent;
 - (2) If the Contractor makes a general assignment for the benefit of his creditors;

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

- (3) If a trustee or receiver is appointed for the Contractor;
- (4) If the Contractor files a petition to reorganize under bankruptcy or applicable laws;
- (5) If the Contractor repeatedly fails to supply services required under the Agreement;
- (6) If the Contractor disregards the authority of the Procurement Officer.

Acts other than those specified may constitute substantial breach of this Agreement.

Termination for Convenience:

- a. The Procurement Officer may, when the interests of the Unified Government so require, terminate this contract in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified.
- c. The Procurement Officer shall pay the Contractor the following amounts:
 - (1) All costs and expenses incurred by the Contractor for work accepted by the Unified Government prior to the Contractor's receipt of the notice of termination, plus a reasonable profit for said work.
 - (2) All costs and expenses incurred by the Contractor for work not yet accepted by the Unified Government but performed by the Contractor prior to receipt of the notice of termination, plus a reasonable profit for said work.
- d. Anticipatory profit for work and services not performed by the Contractor shall not be allowed.

Disputes:

- a. All controversies between the Unified Government and the Contractor which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by the Contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Contractor may proceed as if an adverse decision had been received.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

- b. The Procurement Officer shall immediately furnish a copy of the decision to the Contractor by certified mail, return receipt requested, or by any other method that provides evidence of receipt. Any such decision shall be final and conclusive, unless fraudulent, or the Contractor brings an action seeking judicial review of the decision in the Wyandotte County District Court.
- c. The Contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of this Agreement pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of, this Agreement, except where there has been a material breach of the Agreement by the Unified Government; provided, however, that in any event the Contractor Shall proceed diligently with the performance of the Agreement where the Purchasing Director has made a written determination that continuation of work under the contract is essential to the public health and safety.

Representations:

The Contractor makes the following representations:

- a. The price submitted is independently arrived at without collusion.
- b. It has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article 12 of the Procurement Code.
- c. It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in §12-106 (Gratuities and Kickbacks) of the Procurement Code.
- d. It has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Interest Payable on Claims:

Pursuant to Section 9-301 (Interest) of the Procurement Code, interest on amounts ultimately determined to be due to a contractor of the Unified Government shall be payable at the statutory rate applicable to judgments from the date the claim arose through the date of decision or judgment, whichever is later.

Payment of Taxes:

The Unified Government shall not be responsible for, nor indemnify the Contractor for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. The Contractor shall pay the Unified Government occupation tax prior to execution of the Agreement.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Representative's Authority to Contract:

The person signing this Agreement is duly authorized by the Contractor to execute the documents on behalf of the Contractor and to bind the Contractor.

Modification of Agreement:

This Agreement may be modified or amended only in writing executed by both parties.

Independent Contractor Relation:

Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party. The parties agree that no persons supplied by the Contractor are employees of the Unified Government and that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Contractor shall have the total responsibility for all salaries, wages, workers' compensation insurance, unemployment compensation, bonuses, retirement benefits, withholdings, other benefits, and any taxes and premiums for such items, and the Contractor shall hold the Unified Government harmless with respect thereto.

Availability of Records and Audit:

The Contractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. The Contractor agrees to make available at the offices of the Unified Government at all times during the term of the Agreement any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, the Contractor shall preserve and make available to persons designated by the Unified Government its records for a period of three years from the date of the termination of the Agreement or until all audit questions have been resolved, whichever period of time is longer.

Assignment:

Neither the Contractor nor the Unified Government shall, sell, transfer, assign, or otherwise dispose of any rights or obligations created by this Agreement without the written consent of the other party.

If Contractor's ownership is converted into, merges or consolidates with or sells or transfers substantially all of its assets or business to another corporation, the resulting corporation or the corporation to which such sale or transfer has been made shall

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

notify the Unified Government of such conversion, merger, consolidation, sale or transfer and shall become the Contractor hereunder only if the Unified Government specifically so consents in writing. Contractor agrees to notify the Unified Government of any changes in the membership of the general partners of the Contractor within a reasonable time after such change.

No Limit of Liability:

Nothing in this Agreement shall be construed to limit the Contractor's liability to the Unified Government as such liability may exist by or under operation of law.

6.0 MINIMUM QUOTE SPECIFICATIONS:

PURPOSE

The Unified Government of Wyandotte County/Kansas City Kansas, Liveable Neighborhoods Department is requesting proposals from qualified firms or individual(s) to assist in the development of the Liveable Neighborhoods Leadership Training.

The Liveable Neighborhoods Leadership Training is intended to help individual neighborhood leaders to understand themselves and how they can best use their skills to establish and sustain an organized neighborhood group that functions in a supportive and cooperative manner so that all neighbors want to join. The Liveable Neighborhoods Leadership Training is mandated by the Memorandum of Understanding approved by the Liveable Neighborhoods Board of Directors which outlines the services of Liveable Neighborhoods and what is expected of neighborhood groups in order to receive services and grants from the Unified Government's Liveable Neighborhoods Department.

The Memorandum of Understanding requires that each neighborhood group/association must have at least one current officer of the group to attend the Liveable Neighborhoods Leadership Training.

The classes will be divided into three Modules:

Module 1 – True Colors
Communication
Facilitation
You as a Leader

Module 2 – Recruiting volunteers/members
Prioritizing and Setting goals
Evaluating your goals

Module 3 - Empower Your Way to Success
Panel Discussion

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

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

1. **Training Manual**: Development of a Leadership Training manual for each of the three modules. Liveable Neighborhoods can provide paper and copies of the training manual. The consultant will collate the training manuals.
2. **Conduct Training**: Coordinate and conduct all three modules of the Leadership Training.
3. **Program Outcomes**: Provide Leadership Training outcomes which include; contact names, addresses and phone numbers, name of neighborhood group, modules attended, and evaluation forms for each of the training modules to Liveable Neighborhoods.
4. **Notification of Leadership Training Dates**: Create informational flyer/registration form to register neighborhood leaders. Liveable Neighborhoods staff will assist with copying and mailing out notices and providing the postage to mail notices.
5. **Certificates of Completion**: Certificates of completion for each module will be created and distributed to the participants at the end of each training module. Participant must attend all four hours of training to receive a certificate.
6. **Graduation Reception**: A graduation reception held for family, friends and elected officials at the conclusion of the all the leadership training modules for the year.

SPECIFICATIONS

The role of the Consultant is expected to be that of a trainer along with developing a training manual and instructing neighborhood leaders on the following topics:

Module 1 – True Colors

True colors teach people how to discover their greatest strengths and understand the strengths of others.

- Build understanding and rapport with diverse groups
- Recognize the values, joys, strengths, stresses and frustrations of each personality
- Know the sources and learn how to develop positive self-esteem in self and others
- Learn teambuilding techniques
- Understand a better way of communicating

Module 2 – Recruiting Volunteers/Members

Recruiting members continues to be a challenge for our neighborhood leaders. This module should focus on how to get new neighbors and youth involved with the neighborhood group.

- Identify three ways in which neighborhood groups could recruit new neighbors, different cultures and youth.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

- The trainer would need to outline what incentives are best for recruitment.
- The trainer would need to address ways of getting diverse cultures to participate?
- Provide an outline of suggested best practices that you have successfully experienced to recruit neighborhood group members.

Goal Setting/Leadership Responsibility

Neighborhood leaders should set reasonable goals for their neighborhood from input at their meetings. This class should explain how the leaders should involve others in decisions and learn to delegate and share responsibilities.

- Explain the importance of having a President, Vice President, Secretary and Treasurer and how these officers work together to further board development.
- What are the financial responsibilities of a neighborhood group i.e. basic accounting, neighborhood group checking account, ethics of spending etc?
- Do you have specific examples of experiences that could help explain why electing new officers is important?
- Goal setting/Building upon your goals

Module 3 – Empower Your Way to Success

Part of this class should be focused on how neighborhood groups can empower themselves to resolve code enforcement violations and criminal activity.

- Incorporating the importance of the Good Neighbor Training and utilizing the Blue Card Program.
- How to build the capacity in your neighborhood to help neighbors in need rather than turning them into the city.
- How to work with you Community Police officer to solve criminal behavior.
- Coordinating positive projects i.e. clean ups, block parties, social events etc.
- Schedule a panel of neighborhood leaders from the area to talk about their successes and have them provide written examples.

Time Frame for Training Modules

There will be one training module held per month on Saturday morning for 4 hours.

For example:

- June – First Saturday of the month 4 hour training block Module 1
- July – First Saturday of the month 4 hour training block Module 2
- August – First Saturday of the month 4 hour training block Module 3

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Each Leadership Training will contain the three modules; True Colors, Recruiting Volunteer/Members and Empower Your Way to Success. Light refreshments will be provided by the consultant at each 4 hour training session.

Written Report/Oral Presentation

Upon written completion the Leadership Training manual and Leadership Training Outcomes shall be provided to the Liveable Neighborhoods Director. The Leadership Training manual must be reviewed and approved by the Liveable Neighborhoods Director. An oral presentation on the progress and evaluation of the Leadership Training shall be made to the Liveable Neighborhoods Executive Committee.

Participation in Meetings and Discussions

The Consultant will be available for meetings with Liveable Neighborhoods staff, outside organizations, Community Development as necessary in matters related to the Leadership Training.

Electronic Communications Capability

In the course of carrying out its responsibilities, the Consultant will maintain regular communication with Liveable Neighborhoods staff and shall ensure that electronic communication of information and reports are compatible with systems used by staff.

Use of Facilities and Equipment

The Liveable Neighborhoods Department will provide the Consultant with the meeting room at the Neighborhood Resource Center for the Leadership Training sessions. Paper, copying and folding machine are also available for the consultant's use in the Liveable Neighborhoods office as related to the Leadership Training.

Quote submissions must contain the following information:

1. General Information: A brief section to include the name of the vendor, location of the vendor's place of business and if different, the place of performance of the proposed contract. This section must also include the name, address, and phone number of the principal contact person.
2. Scope of Services/Approach. A detailed description of how the training will be performed, include a description of the vendor's perception of the scope of service outlined in this document and the approach used to perform each element. The vendor may include suggestion for reducing or expanding the scope of services.
3. Qualifications: A description of the vendor's qualifications to perform requested services. The proposal should contain a listing of other contracts under which the vendor has performed services similar in scope, size or discipline with the last three (3) years. In each such case, please provide contact information for the contracting entity, as well as a sample of the work performed.
4. Training team: A description of the training team and a brief resume for each team member and a description of the respective roles of team members.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

5. Schedule: Provide a proposed schedule for completion of the training, including estimates of completion times for each of the modules of the training.
6. Costs: Provide line item costs for the training to be performed.

Term of Engagement

A 12-month contract is contemplated, subject to the review and recommendation of the Consolidated Plan Committee, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected business or individual(s), the concurrence of the Unified Government and the availability of an appropriation. This contract may be extended for one (1) year terms not to exceed four (4) additional extensions.

Subcontracting

Following the award of the contract, the selected business or individual(s) will not be allowed to subcontract its contractual responsibilities without the express prior written consent of the Liveable Neighborhoods Director.

Insurance Requirements

The vendor awarded this contract is required to provide a Certificate of Insurance that contains a minimum of the following coverage and limits:

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty (30) days written notice to the Unified Government by registered mail prior any modification, cancellation, non-renewal or other change in coverage. The successful bidder shall provide the Unified Government with Certificates of Insurance concerning the requirements listed.

The policies must be effective prior to the commencement of work and must remain in force until termination of the work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract, or any extension thereof, any required policies of insurance should expire or are canceled, it will be the responsibility of the Contract to furnish to the Unified Government a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to expiration or cancellation date so that there will be no lapse in any coverage.

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

The Unified Government shall be named as an additional insured.

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

9.0 Signatures:

No quote will be considered unless signed with the autograph signature of an officer authorized to bind the vendor.

AUTHORIZED SIGNATURE

By submission of this Quote, the undersigned certifies that:

1.0 it has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government;

2.0 it has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;

3.0 it has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,

4.0 the prices contained in this quote have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.

5.0 it has the full authority of the Offeror to execute the quote and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached quote has been prepared in compliance with the specifications and that the quotations are valid for a period of _____ days.

Authorized Representative: _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

**ATTACHMENT A –
IDENTIFICATION OF SUBCONTRACTOR /
SUPPLIER PARTICIPATION**

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

Identification of Subcontractor / Supplier Participation

We, _____ do hereby propose that on the _____ project,
 Project # _____ we will:

(Check one)

- Perform all elements of the work on this project with our firm's own current work forces; and the Bidder agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement. (Self-perform) Or
- Use the following firms as construction subcontractors or suppliers. (Subcontract)

Subcontractor / Supplier Company Information	Scope of Work (painting, landscaping, electrical, etc.)	Dollar Amount of Subcontract	Percentage of Total Contract	Ownership Status of Firm (MBE, WBE, LBE, N/A, or unknown)
Company Name: Address: Phone: Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/>				
Company Name: Address: Phone: Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/>				
Company Name: Address: Phone: Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/>				

MINIMUM SPECIFICATIONS AND REQUIREMENTS (Continued)

The total value of Local business (LBE) contracting will be: \$ _____

The total value of Minority business (MBE) contracting will be: \$ _____

The total value of Woman business (WBE) contracting will be: \$ _____

Total Contract Value (Bid Amount): \$ _____

Additional forms may be copied as necessary. Solicitations from qualified minority, and women owned businesses, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. The Bidder agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement.

Sign _____

Date _____

Processing Instructions: This form shall be submitted along with your quote (Reference Section 32 of the General Conditions). Additions to this original subcontractor/supplier listing must be submitted on a revised Attachment and substitutions to this listing shall be documented.