

**REQUEST FOR PROPOSAL FP800019
SPANISH SPEAKING FACILITATOR FOR THE
WICHITA INTERVENTION PROGRAM**

I. INTRODUCTION

The City of Wichita is issuing a Request for Proposal (RFP) to qualified vendors to provide instructor services in Spanish for the Wichita Intervention Program (WIP).

The Wichita Intervention Program (WIP) was designed and utilized by the City of Wichita Municipal Court for defendants convicted of a first offense Driving Under the Influence (DUI) crime. Kansas law and City of Wichita ordinance, require that those convicted of DUI be incarcerated for at least 48 hours on a first offense. Additionally, the Court orders that the person convicted must participate in an alcohol/drug rehabilitation program. The purpose of the WIP program is to provide a rehabilitative, educational program, which also serves as an alternative to mandatory incarceration in the county jail. The desired results are alleviation of jail overcrowding through incarceration outside the confines of the Sedgwick County Jail and rehabilitation directed at decreasing recidivism rates in this class of offenders. Spanish speaking participants present a challenge to the WIP program due to language barriers. It is the desire of the Municipal Court to offer a similar quality program directed at defendants in the same situation, whose primary language is Spanish.

II. BACKGROUND

The Wichita Intervention Program was commenced in 1984. Defendants convicted of DUI, first offense, may be ordered by a Judge of the Municipal Court to participate in the WIP program as a condition of their sentence. WIP is held at a local hotel. Defendants are ordered to “check in” at 4:30 p.m. on a designated Friday evening. Security guards conduct a pat down search of all defendant participants. Additionally, all luggage is searched for contraband. Defendant participants are responsible for attending all education classes offered, which are from 6:00 p.m. to 10:00 p.m. on Friday, 8:30 a.m. to 5:30 p.m. on Saturday, and from 8:00 a.m. to 5:00 p.m. on Sunday, the final day of the program. The host hotel provides meals, lodging and a meeting room for defendant participants. Two security guards are on duty continuously throughout the weekend to prevent defendant participants from leaving the premises, dissuade the introduction of contraband, and insure that defendant participants conduct themselves in an orderly manner. The defendant participants are not allowed to leave the premises during the 48-hour weekend program, thus satisfying the custodial mandate of city ordinance.

The class size varies from 15 – 20 defendant participants. Class schedules are planned according to the volume of defendant participants that enroll in the Wichita Intervention Program. Defendant participants pay the fees associated with attendance

at this program. The Probation Office supervisor is responsible for creating the agenda and topics to be covered. The Probation Office supervisor is also responsible for oversight of program content, lectures and speakers presented during the program.

The Wichita Intervention program for Spanish speaking individuals is scheduled for one weekend each quarter of the year. The Probation Office supervisor will provide direction to the Spanish-speaking instructor on all matters related to the curriculum, agenda, lectures, and speakers.

III. SCOPE OF SERVICES

The selected vendor must be able to provide a facilitator for the Wichita Intervention Program that:

- Speaks and understands the colloquial Spanish language fluently, as well as the colloquial English language.
- Is able to fluently write in the Spanish language as well as the English language.
- Must be a Kansas or National drug/alcohol Certified Alcoholism Counselor. A copy of counselor certifications with Kansas Association of Addiction Professionals (KAAP) or registration with Behavioral Science Regulatory Board (BSRB) shall be enclosed with the proposal.
- Must be able to act as liaison between the hotel/motel staff, guards, the guest speakers and coordinate all activities related to the facilitation of the Wichita Intervention Program.
- Must resolve any conflicts or issues encountered during the Weekend Intervention Program, provide direction to the staff and court guards, and coordinate hotel/motel services during the Program.
- Must be able to effectively communicate with the Probation Office Supervisor and provide documentation on any issues that impact the Wichita Intervention Program.
- Must be able to exhibit effective teaching techniques, and be able to teach the course by lectures and small group activities.
- Must be able to refer defendant participants to other services when appropriate.
- Must provide the Probation Office supervisor with all signed time sheets submitted by the guest speakers, as well as the course evaluations completed by defendant participants the next business day following the program.
- Must be able to testify in Court as needed or when commanded.

IV. TERMS OF PAYMENT

The vendor must submit a cost proposal, based upon the number of hours necessary for providing services during each weekend Program. This Program will be scheduled for one weekend per quarter of the year. The Weekend Intervention Program commences at 5:00 p.m. on Friday, and ends at 5:00 p.m. on Sunday. The

Spanish Speaking Instructor is required to be present during approximately 26 hours of the 48-hour weekend program.

V. EVALUATION CRITERIA

- A. The purpose of the proposal is to demonstrate the qualifications, competence and capacity of vendors to provide services specified within the requirements of this RFP for the City of Wichita Municipal Court. The proposal should demonstrate qualifications of the vendor and their staff who will provide this service. It should also specify the proposed approach that best meets the RFP requirements.
- B. Qualifications and Experience - The proposal should state the name, location and size of the firm that will provide the services under this proposal. Also, include the number in full time equivalents and nature of the staff to be used, as well as a resume for each person that will provide services under this proposal. Include any information regarding training that proposed staff members have received or will receive if proposal is selected. Vendors must fully describe any experience that the vendor has in providing services as it relates to this proposal. The person providing services, and the vendor, must provide proof that they have five years of professional experience counseling alcoholics/addicts. A copy of counselor certifications with Kansas Association of Addiction Professionals (KAAP) or registration with Behavioral Science Regulatory Board (BSRB) shall be enclosed with the proposal.
- C. Vendors must provide an instructor with at least one year of previous, documented teaching experience in the area of alcohol/drug education or alcohol/drug intervention programs.
- D. Other selection criteria will include any information pertaining to:
 - a. The ability to meet or exceed all requirements listed in the scope of services.
 - b. Adhering to the instructions of the Request for Proposal.
 - c. The vendor identifies all subcontractor/consortiums.
 - d. Staff qualifications and experience.
 - e. The vendor's capabilities.
 - f. The cost and quality of the services.
 - g. The vendor and/or staff are licensed as mandated by the Request for Proposal.
 - h. The vendor has no conflict of interest with regard to any officer or employee of the company involved including the City of Wichita.

- E. Cost will not be the primary factor in the selection of a vendor. The vendor must provide an affirmative statement that it is independent of the City of Wichita and there is no direct or indirect conflict of interest present as required by federal and state law, and that it will abide by the City's non-discrimination/equal employment opportunity policy, as described in the attached notice.
- F. An affirmative statement must be provided indicating the proposer and all subcontractor/joint venture partners are properly licensed by the Kansas Association of Addiction Professionals (KAAP) or registration with the Behavioral Science Regulatory Board (BSRB).
- G. Comments derived from references through the submission of no less than two letters of recommendation will be considered in the evaluation criteria. The name and contact number of the reference must be included.

VI. FINAL SELECTION

The City of Wichita will select a firm based upon the recommendation of a Selection Committee and the approval of the City Manager and City Council. The City reserves the right to reject all proposals and resubmit the RFP to additional vendors, or to negotiate with the Proposer most closely matching the selection criteria to a resolution acceptable to the City.

There is no expressed or implied obligation for the City of Wichita to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

VII. POST AWARD CONDITIONS

Before a contract is executed, the firms must submit to the City an approved Equal Employment Opportunity /Affirmative Action Plan. This does not have to be submitted with the proposal.

Prior to execution of a contract, the firm must execute a Certification of a Drug-Free Workplace. This form is not required to be submitted with the proposal.

VIII. PROPOSAL FORMS

All proposals submitted must be signed by an officer or employee authorized to bind the company to the terms and conditions proposed. Any exceptions to the specifications, terms and/or other conditions concerning the proposal must be noted on the front of the Request for Proposal to be considered.

One (1) original and ten (10) copies of the Request for Proposal must be submitted to the attention of Melinda Walker, Purchasing Manager, Finance Department, City of Wichita, 455 N. Main, Wichita, KS 67202 on or before 3:00 P.M. Monday, February 25, 2008.

IX. TERMS OF CONTRACT

The terms of this contract shall be for one (1) year, with option to renew the contract under the same terms and conditions for an additional one (1) or two (2) successive one-year periods by mutual agreement of both parties. This contract is subject to cancellation by the City of Wichita, at its discretion at any time within the original contract term or within any successive renewal, upon thirty (30) days written notice to the service provider.

X. AWARD

The City, through its Purchasing Manager, reserves the right to accept or reject any and all Proposals and any part of parts of any proposal and to waive formalities therein to determine which is lowest and the best proposal. Any proposal that is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind may be cause for rejection of the Proposal.

Prospective service suppliers must guarantee Proposal prices for a period of ninety (90) days after the Proposal.