

Request For Proposals (RFP)

POSTED DATE: October 3, 2022
DEADLINE: October 17, 2022 @ 5:00 PM



Data Analysis, Evaluation, and Reporting

Project Introduction

Barton County is seeking a contractor to aid in the continued data analysis, evaluation, and reporting of federally required content regarding the Drug-Free Communities grant.

Specifications

The successful contractor shall carry out grant monitoring, evaluation, and reporting activities, including any performance measurement system required by applicable law, regulation, and funding sources guidelines.

Project Funding Source

Centers for Disease Control and Prevention- Drug-Free Communities Support Program Grant

Project Timeline

The project timeline is October 1, 2022 – October 1, 2023, with the option to renew for two one-year periods.

Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email or letter to:

Marissa J Woodmansee, Director
1800 12th Street
Great Bend, KS 67530
(620) 793-1930
mwoodmansee@bartoncounty.org

Submission Procedures

There are two submission options for formal procurement methods.

- 1) *Vendors may receive electronic notifications and submit bids/proposals electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.*

OR

- 2) *Bids/proposals may also be submitted via mail or courier in a sealed envelope, with the exterior marked with the Bid Number/Description, to the Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.*

Barton County will not consider any bids/proposals not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids/proposals. Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids/proposals received after the time and date specified shall not be considered. Bids/proposals submitted after the closing date and time will be returned unopened. Bids/proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Opening and Tabulation

Bids/proposals will not be opened until after the published deadline and at the time and place prescribed in the invitation. The bids/proposals must be opened publicly. Electronic bid/proposal submission software does not permit the opening prior to the published deadlines. Mailed bids/proposals will be received and date/time stamped in the County Clerk's office.

Following the deadline, bids/proposals may be opened by the initiating Board of County Commissioners, Director of Operations, or Department Head, and anyone may attend.

The Director of Operations or requesting Department Head will furnish tabulation sheets to the County Commissioners. Tabulation sheets will vary depending on the type of expenditure and may include such as information about delivery, installation, project timeline, product features, warranties, etc.

Awarding Bids/Proposals

Barton County reserves the right to reject any and all bids/proposals and awards in the County's best interests. Barton County will award bids/proposals only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, delivery, warranty, integration, and financial and technical resources.

Bid results are available by written request. Please send requests to the Freedom of Information Officer (FIO).

Barton County cannot enter into contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM (www.sam.gov);
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

False or Misleading Statements

In the opinion of Barton County, if a vendor's bid/proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of their company and the products and services outlined in their bid/proposal, their bid/proposal shall be rejected.

Conflicts of Interest

Barton County Commissioners, the Director of Operations, Department Heads and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Bids/Proposals

Modifications to bids/proposals already submitted will be allowed if submitted following the submission procedures before the deadline.