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REQUEST FOR PROPOSAL NO. – FP930017

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., TUESDAY, FEBRUARY 24, 2009.** **One (1) original and one (1) copy of the proposal are required.** Envelopes must be marked **"Request for Proposal FP930017"** 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

Summer Youth Employment

AS PER SPECIFICATIONS

F.O.B.: Wichita, KS

Specifications for the sealed proposals are on file in the office of the City Purchasing Manager, 12th Floor, City Hall, 455 North Main, Wichita, Kansas, (316) 268-4636. This information is also available on the City of Wichita Web Site at <http://ep.wichita.gov>.

A PRE-PROPOSAL CONFERENCE will be held at the Housing & Community Services Building, 332 N. Riverview, Wichita, Kansas on **Tuesday, February 17, 2009, at 10:00 A.M.** The purpose of the meeting will be to answer questions from vendors regarding the specifications and proposal procedure.

Sealed proposals shall be received in the office of the City Purchasing Manager prior to 5:00 o'clock p.m., Tuesday, February 24, 2009.

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 10th day of February, 2009.

Melinda A. Walker
Purchasing Manager

A T T E N T I O N

**A PRE-PROPOSAL CONFERENCE WILL BE HELD AT
THE HOUSING & COMMUNITY SERVICES BUILDING**

332 N. RIVERVIEW, WICHITA, KS

AT 10:00 A. M.

ON

TUESDAY, FEBRUARY 17, 2009

**THE PURPOSE OF THE MEETING WILL BE TO REVIEW
REQUIREMENTS AND SPECIFICATIONS
CONTAINED IN THIS PROPOSAL PACKAGE AND TO CORRECT
ANY ERRORS OR TO MAKE ANY NECESSARY CHANGES.**

**ATTENDANCE AT THIS PRE-PROPOSAL IS RECOMMENDED
FOR THOSE FIRMS SUBMITTING PROPOSAL
AS A PRIME CONTRACTOR.**

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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) 268-4508.



CITY OF
WICHITA

Community Development Block Grant

2009-2010

Request for Proposal – FP930017

Summer Youth Employment (SYE)

**COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC SERVICES
REQUEST FOR PROPOSALS FOR PROGRAM YEAR 2009-2010**

The City of Wichita is requesting proposals from qualified corporations or governmental entities for the provision of services listed below with estimated funding for the 2009-2010 year as follows:

<u>Service</u>	<u>Exhibit</u>	<u>Funding Amount*</u>
Summer Youth Employment	A	\$163,186

*Final allocations won't be available from the U.S. Department of Housing and Urban Development until first quarter 2009.

These services are to be implemented using federal funds provided by the U.S. Department of Housing and Urban Development to the City of Wichita. Such services are to be provided in accordance with all applicable local, state and federal laws, regulations and standards. In addition, successful proposals must comply with all regulations pertaining to the Community Development Block Grant program as described in 24 CFR Part 570 and the following OMB Circulars:

- A-87 Cost Principles for State and Local Governments
- A-102 Grants and Cooperative Agreements with State and Local Governments (24 CFR Part 85)
- A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations (24 CFR Part 84)
- A-122 Cost Principles for Nonprofit Organizations
- A-133 Audits of States, Local Governments, and Nonprofit Organizations

CDBG PROGRAM REQUIREMENTS

Agency Requirements

- Applicants must be a registered not-for profit 501(c)(3) or (c)(4) corporation or governmental entity.
- Applicants must have the State of Kansas Certificate of Good Standing, if not a governmental entity.
- Applicants are encouraged to consider subcontracting portions of the contract to minority- and women-owned businesses/enterprises. Applicants and all subcontractor/joint venture partners must be authorized by the State of Kansas or the City of Wichita to provide the services as detailed herein. The qualifications of each partner must be separately stated and identified. Applicants receiving contract awards are responsible for the work of any subcontractors.
- All outstanding obligations from previous CDBG allocations must be met prior to execution of the new contract for PY 2009-2010.
- Applicant must have no conflict of interest, including direct or indirect financial interest in the program, with regard to any officer or employee of the companies involved, including the City of Wichita.
- Applicants must address the respective service specifications outlined in the Scope of Services (Exhibit A).
- Applicants must identify any deficiencies noted in audits conducted by Federal or State regulatory agencies during the last 12 months.

Project Requirements

- Projects must primarily serve low to moderate-income residents of the City of Wichita.
- Project contract term is 12 months, July 1, 2009 through June 30, 2010. Funds should not be committed or expended prior to a fully executed contract.

PLEASE CONTACT THE COMMUNITY INVESTMENTS DIVISION AT 462-3722 WITH ANY QUESTIONS.

