



City Council Committee Meeting Notice

CITY COUNCIL

City Hall, 215 SE 7th Street, Suite 255

Topeka, KS 66603-3914

Tel: (785) 368-3710

Fax: (785) 368-3958

www.topeka.org

Committee: Social Service Grants
Meeting Date: November 6, 2025
Time: 1:00pm
Location: 1st Floor Conference Room; Cyrus K. Holliday Building 620 SE
Madison; *virtual attendance option also available*

Agenda:

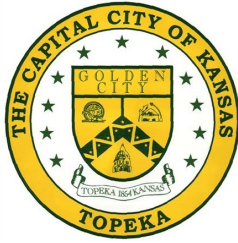
1. Call to Order
2. Approval of July 22, 2025 minutes
3. 2025 Year-End Review
4. Review & Approval of 2027 SSG Cycle Items
 - a. 2027 Priorities
 - b. 2027 Scoring Sheet
 - c. 2027 Timeline Calendar
5. Vendor Contract Renewal for 2026
6. Other Items
7. Adjourn

STAFF REQUESTED: City Manager Dr. Robert M. Perez
Housing Services Division Director Carrie Higgins
Housing Services, Katrina Frost
United Way of Kaw Valley vendor staff

Members: Sylvia Ortiz (Chair) – District 3
Marcus Miller – District 6
Neil Dobler – District 7

Contact: Tonya Bailey, Senior Executive Assistant
Tara Jefferies, Senior Executive Assistant
councilassist@topeka.org
Council Office: 785-368-3710

Virtual attendance option available upon request. Please contact Council Office by 5:00pm of prior business day to request Zoom link



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: 785-368-3710
Fax: 785-368-3958
www.topeka.org

Date: July 22, 2025

Time: 11:00am

Location: 1st Floor Conference Room, Cyrus K. Holliday Bldg. 620 SE Madison (*a virtual attendance option is available*)

Committee members present: Councilmembers Sylvia Ortiz and Marcus Miller.
Absent Neil Dobler.

City staff present: Director of Planning & Development Rhiannon Friedman,
Carrie Higgins, Division Director Housing Services

United Way of Kaw Valley staff: Brett Martin, Jessica Lehnherr

1) Call to Order

Committee chair Ortiz called the meeting to order at 11:00am.

2) Approval of June 26, 2025 Meeting Minutes

Committee chair Ortiz made a motion to approve the June 26, 2025 meeting minutes. Committee member Miller seconded. Motion approved 2-0-0.

3) Applicant Appeal

Brett Martin, Vice President of Community Impact with United Way of Kaw Valley (UWKV) spoke to Court Appointed Special Advocates (CASA) of Shawnee County, Inc. making an appeal to the Social Services Grants Committee for their grant funding score.

Meegan Shuler Citizen Review Board Coordinator and Kerry Tummons Executive Director with CASA presented their appeal to the application results.

- **Issues and Outcomes:** She stated the current data was given on the application. She continued to speak to the proposed outcome for 2025 for 70 families of which 57 families would achieve the program goals at 81.45%; aligning with the baseline data of 80%. She stated she believes that 90% of the outcomes and goals would be met based on proposed projections.
- **Capacity:** She stated in error the funds were listed under United Way and the impression was the grant was under the same umbrella as City of Topeka.
- **Organizational Leadership:** She spoke to the increasing community board representation and the awareness the members have of the strict

background checks. It was stated CASA is actively working on the representation in the community for their leadership.

Martin spoke to the Review Committee scoring given for CASA from the application. He referenced some members of the committee felt the application was vague in responses and did not see a direct alignment with some of the performance measurers. He stated the grant funds listed under United Way instead of the City of Topeka was confusing and difficult to understand the program budget. He continued to speak to the application, as it was submitted, showed the program may not be sustainable without the grant. Lastly, he spoke to the Organizational Leadership scoring that was missed for the criteria.

Committee chair Ortiz asked for confirmation CASA received a letter stating the results of the application. Martin confirmed CASA did receive a letter and as a result the Request for Appeal was presented for their scoring.

Committee chair Ortiz inquired if there was a time that CASA was able to ask questions concerning the application. Audry Mott with UWKV responded she could not confirm if CASA asked questions due to staff changes. Shuler with CASA confirmed the video was watched but due to leadership staff changes there was not time available for questioning on their application. Martin confirmed the application states availability assistance from staff when having questions.

Committee member Miller stated due to a conflict of interest with CASA he would abstain.

Committee chair Ortiz spoke to the importance of the process for the RFP and the criteria that is submitted on the application. She emphasized the effort made by the Social Service Grants (SSG) Committee to ensure assistance for the application process.

MOTION: Committee chair Ortiz made a motion to approve the United Way of Kaw Valley Review Committee scoring for CASA. Committee member Miller seconded. Motion approved 2-0-0.

4) Review Scoring and Funding Recommendations

Carrie Higgins, Division Director Housing Services confirmed there are no changes to the initial scoring recommendations from UWKV.

MOTION: To affirm the scoring and funding recommendations from the United Way and proceed to the Governing Body. Committee member Miller made the motion. Committee chair Ortiz seconded the motion. Motion approved 2-0-0.

5) Other Items

Martin confirmed the next step is to proceed to the Governing Body for allocation budget approval. In September 2025 will be an SSG Committee debrief meeting. Lastly, he stated contracts will be executed January 1, 2026 for grant awards.

Committee chair Ortiz spoke to all the Social Service Grant applicants being very reputable. She expressed her appreciate to the UWKV for all their work.

6) Adjourn

Committee chair Ortiz adjourned the meeting at 11:22 am.

Meeting video can be viewed at: <https://youtu.be/HGXYZjBvAdE>



**City of Topeka
Social
Service Grant
Committee**

620 SSE Madison St
Topeka, Kansas 66603
www.topeka.org

DATE: November 6, 2025

CONTACT PERSON: Brett Martin, United Way of Kaw Valley

SUBJECT: 2025 End of the Year Review

PROJECT #:

DOCUMENT DESCRIPTION:

Social Services Grants end of the year review for 2025.

ATTACHMENTS:

none



**City of Topeka
Social
Service Grant
Committee**

620 SSE Madison St
Topeka, Kansas 66603
www.topeka.org

DATE: November 6, 2025

CONTACT PERSON: Brett Martin, United Way of Kaw Valley

SUBJECT: 2027 Priorities, 2027 Scoring Sheet, 2027 Timeline Calendar

PROJECT #:

DOCUMENT DESCRIPTION:

Review and Approval of the 2027 Social Services Grants Cycle Items: 2027 Priorities, 2027 Scoring Sheet, and 2027 Timeline Calendar.

ATTACHMENTS:

2027 Priorities
2027 Scoring Sheet
2027 Timeline Calendar

City of Topeka Social Services Funding Priorities - Year 2027

Mission Statement: Outcome based, quality, cost effective social services to handle our vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success.

- Senior citizen neighborhood-based programming to include – meals, activities, transportation
- Medical assistance for low-income individuals
- Programs for at-risk youth
- Emergency housing and utility assistance
- Neighborhood and independent living-based services for persons with severe and persistent mental illness

Social Services Grant Detail

Minimum Grant Request Amount \$10,000

Maximum Grant Request Amount \$27,000

- * Two agencies with maximum grant amounts Shawnee Medical Society maximum amount at \$50,000 and Positive Connections maximum amount at \$35,000.

New untested programs Yes No X Set-aside Amount No

- * Agency program must be in operation for 2 years prior to date of application.

Recommended Social Services Funding for Year 2027

Social Services Grant Total:	\$ <u>491,904</u>
• General Fund	\$ <u>424,047</u>
• CDBG	\$ <u>67,857</u>

The City will accept applications for new programs with the knowledge if funding is exhausted on established programs, new programs will not be funded. Applications will be scored and the percentage of their score multiplied by the amount requested will be the total funding allocation. For example: Request for \$27,000 and they score 95%, the agency would receive \$25,650. Once the threshold is met, the funding will be cut off based on ranking.

- * The City of Topeka is committed to following all guidelines as set forth in this Request for Proposal. If issues arise, the Social Service Grants committee reserves the right to choose not to recommend any agency or program(s), any new program(s) or may fund programs with provisos.

Social Services Scoring Sheet

Reviewer _____

Agency _____

Need - 15 points

	Project has demonstrated need (Program Narrative Question #1)	15 pts	_____
15	Need is clearly stated and ties directly to the outputs/outcomes of the program		
10	Need is clearly stated, and program somewhat ties to the outputs/outcomes		
5	Need is not clear and/or does not tie to the outputs/outcomes		
0	Need was not defined, and does not tie to the outputs/outcomes		

Issues and Outcomes – 50 points

Outputs are clear and related to identified needs (Services & Outcomes Section Logic-Form Outputs)

10	Outputs are described in detail and are achievable.		
8	Outputs are general or vague		
5	Outputs are not described in detail		
0	Outputs are unclear	10 pts	_____

Outcomes are clear and related to identified needs (Services & Outcomes Section Logic- Form Outcomes)

10	Outcomes are strong and measurable and related to identified need.		
8	Outcomes are moderate and measurable and related to identified need		
5	Outcomes are weak and not related to identified need	<i>10 pts</i>	
0	Outcomes are unclear		_____

Plan has been identified to measure outputs and outcomes (Services & Outcomes Section-Logic Form Source Question)

5	Measurements are clear and appropriate		
3	Only some measurements are clear and appropriate	<i>5 pts</i>	
0	No meaningful measurement has been established		_____

Unduplicated services OR any duplication with other services is explained and adequately defended (Program Narrative Question #2)

5	Services are not duplicated, or duplication is justified		
3	Duplication is explained but not satisfactorily justified	5 pts	_____
0	Duplication is not explained		

Applicant has achieved outputs and outcomes on prior grants – per meaningful measures (Column #1 Logic Model)

20	90% of outcomes and goals are met.	0	No goals achieved
15	75% of outcomes and goals are met		
10	50% of outcomes and goals are met		
5	25% of outcomes and goals are met		

Capacity – 30 points

Organization has the resources to produce the proposed outcomes efficiently and effectively (Budget, program narratives, program overview and history capacity)

- 10 Program budget is clear, adequate, and reasonable to accomplish grant outcomes. Expenditures are cost effective and clearly linked to grant activities. Organization shows strong evidence of financial stability and program sustainability.
 - 5 Program budget is complete but may be difficult to distinguish from organization budget. Expenditures are clearly linked to grant activities but may not be adequate, reasonable, or cost-effective. Organization shows moderate evidence of financial stability and program sustainability.
 - 0 Program budget is included in application but seems incomplete or not reflective of actual costs, activities, or outcomes. Organization shows little evidence of financial stability or program stability.
- 10 pts** _____

Organization manages program effectively (Budget, program narratives, program overview and history capacity)

- 5 There is history of effective program management, cost effective and quality service delivery and evaluation/planning.
 - 3 Limited evidence of agency effective program management, cost effective and quality service delivery and evaluation/planning.
 - 0 Program management, cost effective and quality service delivery and evaluation/planning are weak or not apparent.
- 5 pts** _____

Agency has formal process and is using client input (History & Capacity, Question #3)

- 5 Client input is formalized, and input used
 - 3 Client input is not formalized, described in general terms
 - 0 Client input is not addressed in the proposal
- 5 pts** _____

Org. Leadership is strong and maintains community-based representation

- 5 At least 20% is made of racial or ethnic minorities, is less than 70% of one gender, meets regularly with quorum of board members in attendance at least 80% of the time and has a healthy mix of needed skills and resources
 - 3 Three of four criteria have been met
 - 0 Less than three criteria have been met
- 5 pts** _____

Past grant administration is effective (*Reviewers CANNOT answer this question. This score will be prepopulated for the volunteers.*)

- 5 Reporting and invoicing is on time and paperwork is accurate
 - 3 Reporting on time but paperwork is not accurate
 - 0 Grant administration is not effective
- 5 pts** _____

Collaboration & Partnerships – 5 Points

Partnerships (Collaborations & Partnerships Section)

- 5 Meaningful collaboration with 6 or more entities
- 3 Meaningful collaboration with less than 6 entities
- 0 No partnerships

5 pts _____

Total
(Out of 100, _____*)*

* The City of Topeka is committed to following all guidelines as set forth in this Request for Proposal. If issues arise, the Social Services Grants Committee reserves the right to choose not to recommend any agency or program(s), any new program(s), or may fund programs with provisos.

2027 - Grant Process Timeline

Social Services Grants

(These dates are tentative and are subject to change)

Communication	Social Service Grant (SSG) Committee reviews outcomes develops testimony, develops priorities and a budget recommendation for next funding cycle – November 6, 2025
	City Council adopts Priorities, Process and Budget Recommendation for next Funding cycle prior to December 31 st , 2025
	Training for SSG Committee on grant process immediately following appointments in March 2025
	2025 Request for Proposal released by April 13, 2026
	Application Workshop held by the vendor on April 27, 2026
Intake of Applications	Applications are due May 26, 2026 by 5:00 p.m. to the vendor office through e-Clmact
	Proposals that do not meet minimum standards for submission will not be eligible for funding. Applicants will be notified by June 5, 2026.
Review	Three to five reviewers are secured by the vendor by May 12th, 2025.
	By June 19, 2026, application scoring, as well as year-end performance report for prior year grants, will be provided to the SSG Committee members by the vendor.
	Week of June 22, 2026, SSG Committee will meet for approval of review committee scoring and recommendations
	Week of July 6, 2026, appeal process closes
Recommendation	By August 1, 2026, recommendation ready for City Council (per Finance.) Allocation recommendation contingent upon budget approval. If approved budget contains less than recommended grant awards, awards will be reduced proportionately.
Approval	By October 1, 2026, City Council adopts City Budget
	After City budget adoption late August, the SSG Committee affirms or adjusts recommendations based on adopted budget



**City of Topeka
Social
Service Grant
Committee**

620 SSE Madison St
Topeka, Kansas 66603
www.topeka.org

DATE: November 6, 2025

CONTACT PERSON: Katrina Frost, Housing Services

SUBJECT: Vendor Contract Renewal 2026

PROJECT #:

DOCUMENT DESCRIPTION:

Review and Approval of the 2027 Social Services Grants Cycle Items: 2027 Priorities, 2027 Scoring Sheet, and 2027 Timeline Calendar.

ATTACHMENTS:

Contract No. 52673 (February 14, 2025)
Event 3097 (October 2024)



CITY OF TOPEKA
CONTRACT NO. 52673

This agreement is entered into this 2/14/2025, by and between the City of Topeka, Kansas, a municipal corporation, hereinafter referred to as the “City” and United Way of Kaw Valley, Inc., hereinafter referred to as the “Program Administrator”.

WITNESSETH:

Whereas, on the 10th day of October 2024, the City did solicit proposals for Social Services Grant Program Administration for the Housing Services Division, Planning and Development Department of the City of Topeka; and

Whereas, Bid Event 3097, Social Services Grant Program Administration, is attached hereto as ATTACHMENT A and, after due consideration of said proposals, the City did accept the proposal of the Program Administrator; and

Whereas, the Program Administrator desires to provide such services, as hereinafter agreed to which proposal is the selected proposal is attached hereto as ATTACHMENT B and incorporated by reference as if fully set forth herein.

1. PRICE

The Program Administrator shall perform all work in accordance with the terms, conditions, and specifications as contained in the proposal and solicitation. The agreed price under this Contract is shown on ATTACHMENT B, for an amount not to exceed sixty five thousand dollars and zero cents (65,000.00). The City will pay the Program Administrator the contract price upon delivery, acceptance, presentation of invoice, and compliance with all procedures of the Department of Administrative and Financial Services.

2. TERM OF AGREEMENT

This agreement shall become effective upon the date indicted above and shall remain in effect through February 28, 2026, or until canceled by either party with thirty (30) days written notice. This agreement may be renewed for four (4) additional one (1) year terms by written agreement of the parties.

3. TIME OF ESSENCE

It is agreed by and between the parties that time and punctuality are essential elements of this contract and that the parties will perform the obligations assumed by them as and when provided by the terms of the proposal.

4. AGREEMENT WITH KANSAS LAW

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

5. INDEMNIFICATION

The Program Administrator hereby agrees to fully indemnify and hold harmless Owner and any of its departments, divisions, agencies, officers, employees and elected officials from all loss, damage, cost, or expenses specifically including attorneys' fees and other expenses of litigation incurred by or on behalf of the Owner and any of its officers, employees or elected officials arising out of the Program Administrator's negligent performance of services under this Agreement. The Program Administrator specifically agrees that this duty to indemnify and hold harmless will apply to the following:

- A. Claims, suits, or action of every kind and description when such suits or actions arise from the alleged negligent acts, errors, or omissions of the Program Administrator, its employees, agents, or sub-program administrators.
- B. Injury or damages received or sustained by any party because of the negligent acts, errors, or omissions of the Program Administrator, its employees, agents, or sub-program administrators.

6. TERMINATION DUE TO LACK OF FUNDING APPROPRIATION

If, in the judgment of the City Manager, sufficient funds will not be available to continue the functions performed in this agreement and for the payment of the charges hereunder, the City may terminate this agreement at the end of its current fiscal year. City agrees to give written notice of termination to the Program Administrator at least 30 days prior to the end of its current fiscal year. Program Administrator shall have the right, at the end of such fiscal year; to take possession of any equipment provided City under the contract. City will pay to the Program Administrator all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to Program Administrator at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the City or the Program Administrator.

7. TERMINATION FOR CONVENIENCE

The Director of Contracts and Procurement or designee may terminate performance of work under this contract in whole or in part whenever the Director determines that the termination is in the best interest of the City. In the event of termination, the Director or designee shall provide the Program Administrator written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Program Administrator shall continue to perform any part of the work that may not have been terminated by the notice.

8. TERMINATION FOR CAUSE

This Agreement may be terminated for cause by either party upon thirty (30) days written notice. Notice of termination for cause shall only occur after the breaching party has been notified of the breach in writing and has failed to cure such defect within thirty (30) days. The Program Administrator shall only be entitled to compensation to the extent of actual work performed. In the event Program Administrator terminates the Agreement prior to having earned all monies paid in the initial progress payment, the Program Administrator within thirty (30) days refund the balance of said progress payment to the City.

9. TERMINATION FOR PERFORMANCE

If Program Administrator materially defaults in the performance of any of its duties or obligations under this Agreement which default is not substantially cured within thirty (30) days after written notice is given to the Procurement Administrator specifying the default, or, with respect to those defaults which cannot reasonably be cured within thirty (30) days, if the Program Administrator fails to proceed within thirty (30) days to commence curing said default and to proceed with all due diligence substantially to cure the default, but in any event does not substantially cure the default within ninety (90) days, then the City may, by giving written notice of termination to the defaulting Program Administrator, terminate this Agreement as of a date specified in the notice of termination (the "Termination Date") such Termination Date being subsequent to the date of the notice of termination.

10. DISCLAIMER OF LIABILITY

No provision of this contract will be given effect that attempts to require the City to defend, hold harmless, or indemnify any Program Administrator or third party for the City's acts or omissions. The City's liability is limited to the liability established in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

11. DISCLOSURE; LITIGATION.

The Program Administrator agrees to disclose on an annual basis any litigation the Program Administrator is or was involved in in the previous year.

12. NOTICES. All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be in writing and shall be made by personal delivery or sent by United States certified mail, postage prepaid, return receipt requested, or by overnight delivery, prepaid, addressed as follows or to any other persons or addresses as may be designated by notice from one party to the other:

CITY OF TOPEKA

City Clerk

215 SE 7th St

Topeka, KS 66603

(785) 368-3749

cclerk@topeka.org

PROGRAM ADMINISTRATOR

United Way of Kaw Valley, Inc.

1527 SW Fairlawn Rd

Topeka, KS 66604

(785) 273-4804

jlehnherr@UWKawvalley.org

13. RELATIONSHIP OF PARTIES. It is understood by the parties that the Program Administrator is an independent consultant with respect to the City, and not an employee of the City.
14. COMPLIANCE WITH LAWS. This agreement shall be governed by the laws of the State of Kansas and the Codes of the City of Topeka, Kansas.
15. ASSIGNMENT. Neither the City nor the program administrator shall assign any rights or duties under this agreement without the prior written consent of the other party. Nothing contained herein shall prevent the Program Administrator from employing independent program administrators, associates, or subconsultants however, in such case, the Program Administrator shall be responsible for the performance of the services.
16. INSURANCE. The City shall not be required to purchase any insurance against loss or damage for any property or service to which this agreement relates. Subject to the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), and the claims provisions of the Code of the City of Topeka (Section 2-476 *et seq.*), the Program Administrator shall bear the risk of any loss or damage to any personal property in which the Program Administrator holds title. The Program Administrator shall maintain on file in the Contracts and Procurement Division at all times during the duration of the agreement, including renewal periods, a current and valid Certificate of Insurance that provides Commercial General Liability, Automobile Liability, and Workers' Compensation in the following minimum amounts:

- A. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- B. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- C. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- D. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

17. ANTI-DISCRIMINATION CLAUSE

The Program Administrator agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful discrimination and to not unlawfully discriminate against any person because of age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status, or any other classification protected by law in the admission or access to, or treatment, or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subconsultant or vendor. The Program Administrator understands and agrees that the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated, or suspended, in whole or in part, by the City of Topeka.

18. ACCEPTANCE OF CONTRACT

This contract shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

19. ARBITRATION, DAMAGES, WARRANTIES

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City, or any department or division thereof, subject to binding arbitration. Further, the City of

Topeka shall not be subject to attorney fees and no provision will be given effect, which attempts to exclude, modify, disclaim, or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

20. REPRESENTATIVE AUTHORITY TO CONTRACT

By signing this contract, the representative of the Program Administrator thereby represents that such person is duly authorized by the Program Administrator to execute this contract on behalf of the Program Administrator and that the Program Administrator agrees to be bound by the provisions thereof.

21. RESPONSIBILITY FOR TAXES. The City of Topeka shall not be responsible for, nor indemnify a Program Administrator for, any federal, state or local taxes, which may be imposed or levied upon the subject matter of this contract.

22. CASH BASIS AND BUDGET LAWS. All contracts are subject to the State of Kansas Cash Basis and Budget laws. [K.S.A. 10-1101; 79-2925 et seq.] Any obligation incurred as a result of the issuance of the contract or purchase order binds the City only to the extent that funds are available at the time payment is required.

23. ENTIRE AGREEMENT. The terms and conditions set forth herein constitute the final written expression of all the terms of this transaction and is a complete and exclusive statement of those terms. This agreement supersedes any prior or contemporaneous oral or written agreement, proposed agreements, negotiations, and discussions with respect to the subject matter hereof. Any representations, promises, warranties or statements by any employee or agent of the Program Administrator that differ in any way from the terms of this written agreement shall be given no force or effect.

24. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

25. TERMS HEREIN CONTROLLING PROVISIONS. It is expressly agreed that the terms of each and every provision in this agreement shall prevail and control over the terms of any conflicting provision in any Attachment or Exhibit incorporated into this agreement.

26. SEVERABILITY. If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

27. EXECUTION IN COUNTERPARTS

This contract may be signed by fax or electronic signature, which will be deemed to be an original signature. This contract may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall be deemed to constitute one and the same instrument.

CITY OF TOPEKA, KANSAS

**UNITED WAY OF KAW VALLEY,
INC.**

Robert Perez

Robert M. Perez, Ph.D., City Manager

Jessica Lehnherr

Jessica Lehnherr, CEO/President

ATTEST:

Brenda Younger

Brenda Younger, City Clerk



APPROVED AS TO FORM AND LEGALITY

2/12/2025

DATE _____ BY *Matthew Mullen*

C&P DIRECTOR

J. B. B.



CITY OF TOPEKA

Event # 3097-0

Name: Social Services Grant Program Administration

Reference: Social Services Grant Program Administration

Description: The City of Topeka is seeking to enter into a contractual relationship with a qualifying entity to provide complete administrative oversight of the City's Social Services Grant Program.

Buyer: Dawn Lacy

Status: Draft

Event Type: RFP

Currency: USD

Category: PROFESSIONAL SERVICES

Sub Category: OTHER

Sealed Bid: Yes

Respond To All Lines: Yes

Q & A Allowed: Yes

Number Of Amendments: 0

Event Dates

Preview:

Q & A Open: 10/01/2024 11:01:00 AM

Open: 10/01/2024 11:00:00 AM

Q & A Close: 10/23/2024 05:00:00 PM

Close: 10/30/2024 02:00:00 PM

Dispute Close:

Terms And Conditions

General

General

Read all terms and conditions before registering or responding to a bid event.

Thank you for your interest in registering online to do business with the City of Topeka. All data in this website is subject to the Statutes of the State of Kansas and ordinances contained in the Topeka Municipal Code. The City of Topeka shall not be held liable or legally bound by any software limitation or defect. The City of Topeka operates under and is subject to the Central Time Zone (CST or CDT).

The City of Topeka strives to include as many suppliers as possible to enhance the competitive sealed bidding process. The city is unable to include every supplier in all events that they may be able to quote on. Registration on the city's e-pro website does not guarantee an organization will receive notification of every bidding opportunity.

Event # 3097-0: Social Services Grant Program Administration

Disclaimer

The City of Topeka attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, Internet problems, or problems experienced by the user due to the user's computer system. The city makes no warranty that the supplier portal will be uninterrupted or error-free. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. Because of the discrepancies inherent in timing mechanisms (e.g. cell phones, computers, mobile devices), the bid time will be determined based upon the time indicated on the city server for the Strategic Sourcing application. If the user does not submit its bid at or before the time indicated on the City server for the Strategic Sourcing application, the bid will be electronically rejected by the Strategic Sourcing application as untimely.

The City shall not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including but not limited to damages for loss of profits, goodwill, use, data, or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal.

It shall be the bidder's responsibility to advise the City of Topeka of any specifications, language, other requirements, or combinations thereof that restrict or limit bidding. Such notification must be submitted in writing and must be received by the Contracts and Procurement Division no later than five (5) days prior to the bid closing. The specifications were written with the intent of permitting competitive bidding. The City of Topeka reserves the right to waive minor deviations in the specifications that inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter or deter the City from accomplishing the intended use or function. Each bid shall include descriptive literature and specifications for the product. However, the provision of this material shall not be considered a substitute for listing deviations.

Amendments to Bids: To ensure maximum access opportunities for users, events and solicitations shall typically be posted for a minimum of ten (10) days, and no amendments shall typically be made within the last three days before the event or solicitation is due. Bidders and vendors are cautioned that the competitive nature of their offers could be affected if their submission does not include all amendments. For this reason, bidders and vendors are advised to revisit all solicitations to which they intend to respond three (3) days prior to the due date. It is the bidder's or vendor's responsibility to check the website from time to time for updates to events and solicitations and to pick up additional addenda and information.

All bids shall be considered firm for a period of forty-five (45) calendar days from the bid opening date, unless otherwise stated in the bid specification document(s).

If bidders have a concern about bid specifications or any term or condition that they believe restricts competition, bidders must contact, in writing, the procurement buyer assigned no later than five (5) days prior to bid closing. Upon receipt, the procurement buyer will research the issue and provide a response within five (5) days. Failure to submit a question or concern within the five (5) day period will waive any right the bidder may have to challenge the bid or a bid award.

Standard Terms and Conditions

Contractor's Statement of Agreement

City of Topeka
Department of Administrative and Financial Services
Contracts and Procurement Division (Rev 01.2001)

CONTRACTOR'S STATEMENT OF AGREEMENT

The City of Topeka, Kansas requires that all contracts of the City and its agencies include specific provisions to ensure equal employment opportunity and that all contractors provide evidence of the adoption of an affirmative action program. To comply with these requirements, all persons wishing to enter into a contract with the City shall complete and sign this agreement.

The contractor agrees to:

1.COMPLY WITH K.S.A. 44-1030 REQUIRING THAT

A.The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability unrelated to such person's ability to engage in the particular work, national origin or ancestry;



Event # 3097-0: Social Services Grant Program Administration

B.In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the Contracts and Procurement Division;

C.If the contractor fails to comply with the manner in which the contractor reports to the Contracts and Procurement Division in accordance with the provisions of K.S.A. 44-1031, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency;

D.If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Contracts and Procurement Division which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency; and

E.The contractor shall include the provisions of paragraphs (A) through (D) in every sub-contract or purchase order so that such provisions will be binding upon such sub-contractor or vendor.

2.Guarantee that during the performance of any City contractor agreement the contractor, sub- contractor, vendor, or supplier of the City shall comply with all provisions of the Civil Rights Act of 1866 as amended, Civil Rights Act of 1964 as amended, Equal Employment Opportunity Act of 1972 as amended, Executive Order 11246, Age Discrimination in Employment Act of 1967 as amended, Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 as amended, Equal Pay Act of 1963 and City of Topeka Ordinance No. 16889 and any regulations or amendments thereto.

3.Submit to the Contracts and Procurement Division a written affirmative action program, a certificate of compliance or such other certificate as is acceptable to the Contracts and Procurement Division which is evidence of the adoption of an affirmative action program

4.The contractor agrees to maintain a current and accurate plan on file with the Contracts and Procurement Division and shall update the plan as needed.

United way of Kaw valley

Company Name

1527 SW Fairlawn Rd, Topeka, KS 66610

Company Address, City, State, Zip


Signature

Jessica Lehnherr

Printed Name

CEO/President

Title

Revised 01-10-01

Contractual Provision

City of Topeka
Department of Administrative and Financial Services
Contracts and Procurement Division (Rev 06.2021)

CONTRACTUAL PROVISIONS

1.TERMS HEREIN CONTROLLING PROVISIONS

It is expressly agreed that the terms of each and every provision in this Attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.

2.AGREEMENT WITH KANSAS LAW

October 1, 2024

10:58:38 AM

Page 3

Event # 3097-0: Social Services Grant Program Administration

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

3.TERMINATION DUE TO LACK OF FUNDING

If, in the judgment of the City Manager, sufficient funds will not be available to continue the functions performed in this agreement and for the payment of the charges hereunder, City may terminate this agreement at the end of its current and any succeeding fiscal year. City agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided City under the contract. City will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by City, title to any such equipment shall revert to contractor at the end of City's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the City or the contractor.

4. TERMINATION FOR CONVENIENCE

The Director of Contracts & Procurement or designee may terminate performance of work under this contract in whole or in part whenever the Director determines that the termination is in the best interest of the City. In the event of termination, the Director or designee shall provide the Contractor written notice at least thirty (30) days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may not have been terminated by the notice.

5.DISCLAIMER OF LIABILITY

No provision of this contract will be given effect that attempts to require the City to defend, hold harmless, or indemnify any contractor or third party for the City's acts or omissions. The City's liability is limited to the liability established in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

6.ANTI-DISCRIMINATION CLAUSE

The contractor agrees: (a) to comply with all federal, state, and local laws and ordinances prohibiting unlawful discrimination and to not unlawfully discriminate against any person because of age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status or any other factor protected by law in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer;" and (c) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor. The contractor understands and agrees that the failure to comply with the requirements of this paragraph may constitute a breach of contract, and the contract may be cancelled, terminated or suspended, in whole or in part by the City of Topeka.

7.ACCEPTANCE OF CONTRACT

This contract shall not become effective until the legally required approvals have been given.

8.ARBITRATION, DAMAGES, WARRANTIES

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any department or division thereof subject to binding arbitration. Further, the City of Topeka shall not be subject to attorney fees and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9.REPRESENTATIVE'S AUTHORITY TO CONTRACT

By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

10.RESPONSIBILITY FOR TAXES

The City of Topeka shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

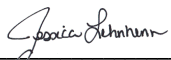
11.INSURANCE

The City of Topeka shall not be required to purchase any insurance against loss or damage to any personal property to which this contract relates. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), and the claims provisions of the Code of the City of Topeka (Section 3.35.010 et seq.), the contractor shall bear the risk of any loss or damage to any personal property in which the contractor holds title.

CONTRACTOR: United way of kaw valley



Event # 3097-0: Social Services Grant Program Administration

AUTHORIZED SIGNATURE: 

Terms and Conditions

STANDARD TERMS AND CONDITIONS

Qualification Based Selection (RFP, RFQ, etc.)

Includes Architectural, Engineering, and Appraisal Services for Public Buildings and Improvements

1. **READ ALL STANDARD TERMS AND CONDITIONS, SPECIAL TERMS AND CONDITIONS AND THE SCOPE OF WORK CAREFULLY.** Failure to abide by all the conditions of this request may result in the rejection of a proposal. Inquiries about this request must be addressed during the open question and answer period. Proposals including attachments (proposal, drawings, photographs, etc.) shall be submitted through the City's online bidding portal.
2. **SINGLE POINT OF CONTACT:** The single point of contact for all inquiries, questions, or requests shall be the City of Topeka Contracts and Procurement Buyer or their designee initiating this solicitation. All communications shall be directed to the Buyer. No communication is to be had with any other City employee or representative while the bidding event is open and until a contract and/or purchase order is awarded and issued. Bidders may have contact with other City employees or representatives during negotiations, contract signing, or as otherwise specified in the solicitation documentation.
3. **NEGOTIATED PROCUREMENT:** The City reserves the right to negotiate with the selected bidder of this solicitation. The final evaluation and award is made by the Procurement Negotiating Committee (Committee), which consists of the Department Director of the originating department, the Director of Administrative and Financial Services, the Director of Contracts and Procurement, or their designees. (For architectural, engineering and appraisal services, the City Engineer or designee will take the place of the Director of Contracts and Procurement or designee.)
4. **APPEARANCE BEFORE COMMITTEE:** Bidders may be required to appear before the Committee to explain their understanding and approach. The Committee may request additional information. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered as part of the bidder's best and final offer. No additional revisions shall be made after the specified cut-off time unless requested by the Committee.
5. **QUESTIONS & ADDENDA:** All questions shall be submitted during the open questions period section of the City's online bidding portal. It shall be the bidder's responsibility to monitor the City's bidding portal for answers to questions and any addenda issued that may alter or change the scope of the solicitation. Any and all binding modifications to the solicitation shall be made by addendum.
6. **PRE-PROPOSAL CONFERENCE:** If so noted, all Pre-Proposal Conferences will be scheduled and information posted on the Meetings section in the solicitation. Attendance is typically not mandatory, but is strongly encouraged. At the Pre-Proposal Conference impromptu questions will be permitted and spontaneous unofficial answers will be provided when possible. However, bidders should clearly understand that the only official answer or position of the City will be by written and issued by addendum.
7. **COST OF PREPARING PROPOSAL:** The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating the contract, and other costs associated with the solicitation.
8. **EVALUATION OF PROPOSALS:** Award shall be made through the qualification based selection process. Consideration and evaluation of such proposals will include but not be limited to:
 - Adequacy and completeness of proposal;
 - Compliance with the terms and conditions of the request;
 - Experience in providing like services or products;
 - Qualified staff;
 - Methodology in accomplishing objectives;
 - Response format as required by this request;
 - Price; and
 - Any other requirements specific to the service or product as outlined by the City of Topeka.
9. **ACCEPTANCE OR REJECTION:** The City reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify criteria in the solicitation; and unless otherwise specified, to accept any item in a proposal.
10. **CONTRACT:** The successful bidder may be required to enter into a written contract with the City, which will incorporate the Contractual Provisions Attachment and Contractor's Statement of Agreement. No contract shall be considered to have been entered into by the City unless executed by the City Manager and the vendor. Professional service contracts exceeding fifty thousand dollars (50,000) must be approved by the Governing Body prior to being executed by the City Manager.
11. **CONTRACT DOCUMENTS:** In the event of a conflict in terms of language among the documents, the following order shall govern:
 - Contractual Provisions Attachment and Contractor's Statement of Agreement, if incorporated in the Contract;
 - Written modifications to the executed contract;
 - Written contract signed by the parties;
12. **OPEN RECORDS ACT:** All proposals become the property of the City of Topeka. Kansas law requires all information contained in



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proposals to become open for public review (with certain exceptions available under the Act) once a contract is signed or all proposals rejected.

13. **FEDERAL, STATE AND LOCAL TAXES – GOVERNMENTAL ENTITY:** Unless otherwise specified, the price as negotiated shall include all applicable federal, state, and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this solicitation. The City of Topeka is exempt from state sales or use taxes, and federal excise taxes. These taxes shall not be included in the bidder's price quotations.

14. **SUSPENSION FROM BIDDING:** Any vendor who defaults on delivery as defined in this solicitation may, at the discretion of the Director of Contracts and Procurement, be barred from bidding or receiving an award on any subsequent solicitation for a period of time to be determined by the City.

15. **INSURANCE:** The City shall not be required to purchase any insurance against loss or damage to any personal property nor shall the City establish a self-insurance fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

16. **CASH BASIS AND BUDGET LAWS:** All contracts are subject to the State of Kansas Cash Basis and Budget laws. [K.S.A. 10-1101; 79-2925 et seq.] Any obligation incurred as a result of the issuance of the contract or purchase order binds the City only to the extent that funds are available at the time payment is required.

City Legal Approval February 8, 2022

RFP Special Provisions

SPECIAL PROVISIONS

Proposal Format: The following information shall be part of the technical proposal: Vendors are instructed to prepare their Technical Proposal following the same sequence as this section of the Request For Proposal.

(1) Transmittal letter which includes the following statements:

(a) That the vendor is the prime contractor and identifying all subcontractors

(b) That the vendor is a corporation or other legal entity

(c) That no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal

(d) That the vendor does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability

(e) That no cost or pricing information has been included in the transmittal letter or the Technical Proposal. Pricing information, if requested, shall be uploaded as separately named electronic file.

(f) That the vendor presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict

(g) That the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;

(h) Whether there is a reasonable probability that the vendor is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the vendor which would relate to the performance of this contract. If the statement is in the affirmative, the vendor is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the City and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the vendor will obtain a similar certification and authorization and failure to do so will constitute grounds for termination of the contract at the option of the City

(i) Vendor agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the Request, contract or modification shall be accompanied by reductions in City payments to contractor and

(j) That the vendor has not been retained, nor has it retained a person to solicit or secure a City contract on 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 maintained by the vendor for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

Vendor's Qualifications: The vendor must include a discussion of the vendor's corporation and each subcontractor if any. The discussion shall include the following:

(a) Date established

(b) Ownership (public, partnership, subsidiary, etc.)

(c) Number of personnel, full and part time, assigned to this project by function and job title

(d) Data processing resources and the extent they are dedicated to other matters



Event # 3097-0: Social Services Grant Program Administration

- (e)Location of the project within the vendor's organization
- (f)Relationship of the project and other lines of business and
- (g)Organizational chart

The contractor shall be the sole source of contact for the contract. The City will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

A description of the vendor's qualifications and experience providing the requested or similar service including resumes of personnel assigned to the project stating their education and work experience. The vendor must be an established firm recognized for its capacity to perform. The vendor must be capable of mobilizing sufficient personnel to meet the deadlines specified in the Request.

A timeline for implementing services.

Payment: To be negotiated.

Insurance Req with Errors and Omissions Coverage

INSURANCE REQUIREMENTS

WORKERS COMPENSATION:Contractor's, when required by law must maintain in effect throughout the life of this contract, Workers Compensation insurance to cover the contractor's employees, in full limits as required by statute.

INSURANCE RESPONSIBILITY & LIABILITY:Notwithstanding any language to the contrary, no interpretation shall be allowed to find the City or any of its departments, officers or employees responsible for loss or damage to persons or property as a result of the contractor's actions.

CONTRACTOR SHALL MAINTAIN MINIMUM COVERAGE AS FOLLOWS:

Commercial General Liability:
Per Occurrence\$1,000,000
General Aggregate\$2,000,000
Products & Completed Operations Coverage Aggregate\$2,000,000
Property Damage per occurrence\$100,000

Automobile Liability
Combined Single Limit for Bodily Injury and Property Damage Aggregate\$500,000

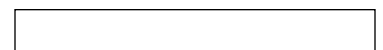
Professional Liability (Errors and Omissions)
Provide separate "claims made" form
Per Claim\$1,000,000
General Aggregate\$2,000,000

CERTIFICATES OF INSURANCE: Certificates of Insurance should be issued immediately after the Contractor received notification of award and prior to the notice to proceed. The Contractor must not commence any work under this Contract until Purchase Orders are issued by the City of Topeka.

NAMED INSURED: The City of Topeka shall be named as an additional insured party on the Certificate of Liability Insurance.

NOTIFICATION OF ALTERATION OR MATERIAL CHANGE OR CANCELLATION: A minimum of ten (10) days written notification must be given by an insurer or any alteration, material change, or cancellation affecting any certificates or policies of insurance as required under this Contract. Such required notification must be sent via Registered or Certified Mail to the address below:

City of Topeka
Contracts & Procurement Division
215 SE 7th Street, Room 60
Topeka, KS 66603



Event # 3097-0: Social Services Grant Program Administration

Attachments

Attachment

Event 3097 Social Service Grant Program Administrator RFP.pdf

Commodity Codes

Commodity Code	Description
918	CONSULTING SERVICES
952	HUMAN SERVICES

Line Details

Line 1: Program Administration

Description: Enter "1.00" for both cost and quantity. Upload the Technical proposal and the separate Pricing proposal in the attachment section during the bid response process. Ensure you click "SUBMIT" to finalize and submit your proposals.

Item: SOCIAL SERVICES GRANT Program Administration

Commodity 918 CONSULTING SERVICES
Code:

Quantity: 1.000 UOM: EA

Requested 12/31/2024

Delivery Date:

Require Yes
Response:

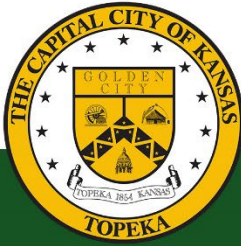
Price Breaks Allowed: No

Alternate Items No
Allowed:

Add On No
Charges
Allowed:

Line 1 Distributions

Event Company	Dist Company	Acct Unit	Account	Percent
1	1	1010909112	53800	100.000%



CITY OF TOPEKA

Contracts & Procurement Division
City Hall, 215 SE 7th St., Room 60
Topeka, KS 66603

procurement@topeka.org
Tel: 785-368-3749
Fax: 785-368-4499

SOCIAL SERVICE GRANT PROGRAM ADMINISTRATION Request for Proposal (RFP)

I. INTRODUCTION

The City of Topeka (City) is seeking to enter into a contractual relationship with a qualifying entity to provide complete administrative oversight of the City's Social Services Grant Program. The RFP award will result in a one-year contract between the City and the most qualified firm, with the option to renew for four (4) additional one-year periods.

II. BACKGROUND

The City of Topeka's Social Services Grant Program is designed to provide essential funding to local nonprofit organizations and service providers that deliver critical support services to underserved populations. These services aim to improve housing stability, health outcomes, and overall quality of life for low-income and at-risk residents.

The grant program supports a range of initiatives, including but not limited to:

1. Emergency housing assistance
2. Homelessness prevention and intervention services
3. Job training and employment assistance
4. Health and mental health services
5. Support for families and individuals facing economic hardship

The Social Services Grant Program is primarily funded through a combination of local city funds and federal funding sources such as the Community Development Block Grant (CDBG) with specific compliance requirements tied to these funding sources.

III. SCOPE OF SERVICE

The monitoring of completed outputs and outcomes, both quarterly and annually, and the demographic reports are to be done by the contracted vendor to approve invoice payments to the grant awarded entities. The creation of the Purchase Order(s) will be done upon making the awards.

- A. Provision of a grant process overview workshop to train organizations on the application process, and all of the requirements for the application(s);
- B. Issuance of a Request for Proposal (RFP) for applications, including all of the required documents to be submitted;
- C. Provide the eImpact system or something compatible to receive applications and the required documents;
- D. Review applications for eligibility;
- E. Score applications according to the City's established scoring criteria;

- F. Award Social Service Grants to successful applicants;
- G. Monitor and process requests for reimbursement submitted by the funded agencies;
- H. Collect and verify the accuracy of quarterly and annual reports;
- I. Work in coordination with City staff to develop a system for reporting annually to the City on the previous year's funded programs; and
- J. Provide an annual, audited statement of grant funding provided by the City and any other record(s) related to the Social Services Grant program as requested by the City. This includes a visit by City Staff to monitor and ensuring all requirements for the program are being met.
- K. Social Services Grant applications will be available on the City's website and must be available on the contractor's website as well.

IV. PROPOSAL FORMAT

Proposers must prepare their technical proposal in such a way as to provide a straightforward and concise discussion of the proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. To be considered responsive the proposal must include the following:

- A. Briefly relate experience managing Social Service grants, and/or any additional grants applicable to the Consultant's experience.
- B. Describe qualifications, duties, and availability of project staff to be assigned to this contract.
- C. Three references for grant administration and management of a similar program. Proposers must provide name of agency, amount of program funding, duration of the program administration that was/is provided, and the contact information for the agency representative.
- D. Submit a separate Pricing proposal must be uploaded separately and must specify the major components, the cost breakdown by major component or phase, and the amount of hours necessary to complete each component based on the "Scope of Service". Provide a total proposed "not to exceed" cost of the services including a fee schedule describing all charges and hourly rates for services.

V. EVALUATION CRITERIA

Proposals will be evaluated based upon previous work experience, examples of work, public communications skills, and ability to complete the project within the proposed schedule and budget. Proposals will be evaluated in accordance with the criteria listed below:

- A. 20% Relevant experience and specific expertise
- B. 20% Understanding of the program and approach
- C. 20% Qualifications of consultants and staff
- D. 20% References
- E. 20% Pricing proposal

UNITED WAY OF KAW VALLEY

TECHNICAL PROPOSAL FOR SOCIAL SERVICE GRANT PROGRAM ADMINISTRATION

EXECUTIVE SUMMARY

United Way of Kaw Valley is pleased to submit this technical proposal for services to support the City of Topeka's Social Services Grant Program. UWKV has a long history of offering and managing social service grants in Shawnee, Jackson, Douglas and Jefferson Counties.

UWKV has served as the vendor for the Social Service Grant Program Administration for the last 4 years. UWKV has a proven track record of providing excellent customer service to local nonprofits and has earned the trust of city staff and elected officials who have served on the Social Services Grant Committee. During this time, UWKV has provided hours of training and technical assistance to local nonprofits, helping them submit their best possible proposals. Beyond this, UWKV staff have offered several process improvements to city staff and elected officials, ensuring a high quality, trustworthy process for all parties.

In addition, UWKV serves as the fiscal agent and program manager for an Early Childhood Block grant for the Kansas Children's Cabinet and Trust Fund. This \$2.5 million dollar grant supports a collaboration of seven agencies that work with families, pregnant and parenting mothers and their children in Shawnee County. UWKV ensures collaborative partners receive proper payment for the grant funds, compiles grant reports from partners and leads the collaborative in a strategic direction to meet the requirements of the grant.

UWKV has issued over 90 Requests for Proposal (RFP) since 2012, facilitated more than 90 investment panels to determine allocation of grant dollars, and monitored and gathered hundreds of quarterly and annual reports to monitor grantee progress, problem-solve and ensure fiscal accuracy. Through our competitive grant process,

UWKV has invested more than \$12,000,000 in donor and grant dollars into the community since 2012. We have a proven, trusted grant process that engages the community in funding needed social programs and provides sound financial and outcome monitoring.

Vendor Qualifications

For more than 90 years, UWKV has brought together people, companies and nonprofits to create positive sustainable change. We collaborate to solve issues no single donor, charity or government agency can handle alone. Our focus is to create a more vital, stable and livable community where all can thrive. UWKV is a local, autonomous, non-profit organization governed by a local volunteer board of directors. UWKV is a 501(c)3.

Through the years, the community's needs have evolved and so has our work. Based on community input, we focus on high-impact areas where donor dollars can make the biggest difference and demonstrate measurable results. Investment decisions are made by volunteers from the community through a competitive grant process. Volunteer-led grant review committees meet to review submitted proposals aimed at achieving our identified community impact goals. Proposals showing the greatest ability to meet the goals and have identified outcomes and plans to measure effectiveness are awarded grants. United Way staff and board members have no influence over which proposals receive funding. Since moving to this investment model and grant process in 2012, UWKV has invested more than \$12 million back into the community through more than 90 investment panels.

UWKV's grant process is well regarded throughout the community by both funded and nonfunded agencies. UWKV is often asked to provide guidance and training for other nonprofits wanting to issue RFPs about how to write effective proposals. Our investment panel volunteers leave feeling positive about their experiences and the decisions that are made, even when those decisions are difficult.

Staffing Qualifications

The Administration of the City of Topeka's Social Services grant program will be assigned to six individuals within the organization.

The CEO, Jessica Lehnherr will oversee the grant program in its entirety. Jessica has been with UWKV for 7 years and brings a depth of experience in nonprofit management, grant management and fiscal management. Approximately 1% of her time will be dedicated to the administration of this program.

The Vice President of Community Impact, Brett Martin, will provide direct supervision of staff performing various duties, will be the neutral facilitator for the funding recommendation panels and spokesperson for the Social Service Grants Committee. Brett has been with UWKV for 9 years and has extensive training and experience in grant management and program design and evaluation. Approximately 10% of his time will be dedicated to the administration of this program.

Director of Community Impact, Juliet McDiffett, will provide support and guidance for the grant assistant, funding panels and technical assistance with e-CImpact. Juliet has been with UWKV for 8 years and has an extensive history of grant management and developing and building RFPs. Approximately 10% of her time will be dedicated to the administration of this program.

Grant Assistant, Audrey Mott, will be the primary contact for the administration of the grant. She will assist in training the partner organizations on the grant application process, be the point of contact for applicant questions, review all quarterly reports, create reports for the City of Topeka for each program, assist with investment panels and provide necessary invoices to the City of Topeka. Audrey began working part-time for UWKV 2 years ago to be the primary contact and administrator for the Social Service Grant Program. 100% of her time will be dedicated to the administration of this program.

Senior Director of Applications Joyce Katzer will build the RFPs in the grant management system, e-CImpact, and provide overall guidance and support for any needs within the system. Joyce has been with UWKV for 9 years. She has extensive formal training in building RFPs, quarterly reports and problem-solving issues that may arise when using the grant management portal. Approximately 10% of her time will be dedicated to this program.

Volunteer Coordinator Jacquie Lightcap will recruit, screen, and train all volunteers who are a part of the scoring and funding recommendation panel. She has been with UWKV for 1 year and has experience in volunteer training and management. Approximately 3% of her time will be dedicated to the administration of this program.

Technical Background

UWKV's proven grant-making process brings consistency, trust and efficiency to everyone in the community. UWKV will address the following needs through the administration of the Social Service Grants.

- Need #1: Serve as a trusted vendor that will ensure the City of Topeka's social service grant dollars are invested in proven and trusted nonprofit organizations and that those grant dollars are deployed as intended.
- Need #2: Provide continuity for grant applicants who have applied for City funding for several years using e-CImpact.
- Need #3: Reduce the City of Topeka's workload for employees that allows them to focus their time on other important needs.

Technical Approach

The following outlines our approach to three facets of the job being bid: (1) administering the grant proposal process, (2) scoring & funding recommendation process for the City of Topeka's Social Service Funds and (3) ongoing management of grantees.

Phase #1: Implement the UWKV Request for Proposal (RFP) process.

UWKV's current process for City of Topeka Social Services Grants administration.

- Task #1: Build RFP in e-Cimpact (online grant portal).
- Task #2: Issue RFP for potential applicants that will be included on the City and UWKV website.
- Task #3: Provide a workshop and one-on-one support to train organizations on the application process and all requirements of the application.

- Task #4: Open grant application through e-CImpact for applicants to apply.
- Task #5: Review applications for required documents.

Phase #2: Investment Panel Process

UWKV provides comprehensive training to community volunteers on how to review and score each application, in addition to clarifying the expectations for panel procedures.

UWKV's process for the City of Topeka Social Service Grants will be amended to use the City's existing scoring system and criteria. During the panel process, volunteers are led through a highly structured facilitated process where each volunteer is asked to share positives and negatives of each application. Volunteers are then given the combined scores of each applicant based on their evaluations completed in e-CImpact. Using a proven consensus building tool, the volunteers determine the final evaluation score for each grant.

- Task #1 Recruit volunteer panelists who will make scoring and funding recommendations. **UWKV will use the City of Topeka's required qualifications** for volunteer panelists.
- Task #2 Train volunteers on the scoring and funding recommendation process.
- Task #3 Open e-CImpact for volunteers to start reviewing applications.
- Task #4 Facilitate investment panel for volunteers to make scoring decisions.
- Task #5 Notify the City of Topeka's dedicated staff person of the scoring and funding recommendations.
- Task #6 Present scoring and funding recommendations to the City Council's Social Services Grant Committee.
- Task #7 Attend the appeal process with the City Council's Social Services Grant Committee.
- Task #8 Notify applicants of grant decisions.
- Task #9 Prepare the contracts and send to City of Topeka for all required signatures.

Phase #3: Oversee Grantees.

UWKV will work with the City of Topeka to determine the information they wish to review on a quarterly and annual basis.

- Task #1 Open e-CImpact for quarterly grant reports.
- Task #2 Review quarterly reports for missing information and contact agencies if additional information is required or reports are missing.
- Task #3 Prepare quarterly reports for City of Topeka.
- Task #4 Monitor and process requests for reimbursement submitted by funded agencies.
- Task #5 At the end of the year, compile all quarterly reports for a year-end report to the City of Topeka and Social Service Grant Committee.
- Task #6 Arrange for year-end audit with the City of Topeka.

Anticipated Benefits

United Way brings experienced staff, proven procedures and ongoing relationships with the local nonprofit community to the City of Topeka Social Service Grant program. We can continue this work without extensive training and provide continuity for grant applicants. Many of the current City grantees are also United Way grantees and are familiar with our investment and reporting processes. They have also become accustomed to UWKV being the administrator of the City's Social Service Grant program.



Sarah Karns
Director, LiveWell Shawnee County
1527 SW Fairlawn Road
Topeka, KS 66604
(p) 785.228.5112

Dear City of Topeka Social Services Grant Vendor Application Review Team,

I am writing to lend our support to United Way of Kaw Valley for their management of the Pathways to a Healthy Kansas grant through Blue Cross Blue Shield of Kansas. From August 2020 through July 2024, they served as the fiscal agent for the Pathways grant in partnership with LiveWell Shawnee County.

During this time, United Way of Kaw Valley managed \$200,000 in coordination funds and \$300,000 in implementation grants that were given to several local community partners. These dollars were used to improve policies and programs focused on the social drivers of health.

Throughout this process, United Way staff provided the technical skill necessary to manage a grant of this size and duration. They worked in close partnership with me and Blue Cross Blue Shield of Kansas staff to ensure dollars were invested correctly and that budget reports were up to date and accurate.

United Way of Kaw Valley is a trusted local grant partner and provides the necessary skills and expertise to ensure accurate and effective grant management for us and for other key stakeholders.

Sincerely,

A handwritten signature in dark ink, reading "Sarah A. Karns". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Sarah Karns
Director
LiveWell Shawnee County



Sarah Elsen
Executive Director
Child Care Aware of Eastern Kansas
1100 SW Wanamaker Road, Suite 201
Topeka, KS 66604
(p) 785.357.5171
(e) sarah@east.ks.childcareaware.org

Dear City of Topeka Social Services Grant Vendor Application Review Team,

I am writing to lend our support to United Way of Kaw Valley for their Social Service Grant Vendor Application. We know them as a key partner and for their management of the Early Childhood Block Grant from the Kansas Children's Cabinet and Trust Fund. They have served as the fiscal agent for this grant for more than a decade. The current grant is for \$2,530,492. This grant cycle ends on June 30, 2025.

For this collaborative, CASS (Capital Area Successful Start), United Way manages the budgets of the eight partners (United Way included) which include Child Care Aware of Eastern Kansas, TARC, Family Service & Guidance Center, Community Action, Parents as Teachers USD 501, Kansas Children's Service League, and Shawnee County Health Department. At the beginning of this fiscal year, United Way took over the program management of the grant as well. Previously, Child Care Aware served as the program manager.

Throughout this process, United Way staff provide the technical skill necessary to manage a grant of this size and duration. They work in close partnership with the members of the collaboration to ensure that the benchmarks of the grant are met and that services are coordinated. As fiscal agent, they manage the individual budgets of the partners, submit budget modification requests, and complete reports, ensuring full compliance with the requests of the grantor.

United Way of Kaw Valley is a trusted local grant partner and provides the necessary skills and expertise to ensure accurate and effective grant management for us and for other key stakeholders.

Sincerely,

A handwritten signature in black ink that reads "Sarah E. Elsen".

Sarah Elsen
Executive Director
Child Care Aware of Eastern Kansas

Melissa Patterson
Director
Patterson Family Child Care Center LLC
2347 SE Wisconsin Ave
Topeka, KS 66605
(p) (785) 215-8550
(e) pfcccpp@gmail.com

Dear City of Topeka Social Services Grant Vendor Application Review Team,

I am writing to lend our support to United Way of Kaw Valley for their Social Service Grant Vendor Application. We know them as a key partner and for their management of the Kansas Preschool Pilot Grant. They have served as the program manager for this grant for more than a decade. The current grant is \$222,007. This grant cycle ends on June 30, 2025.

For this grant, United Way manages the collaboration of local school districts and Patterson Family Child Care Center as the community partner. They work together to ensure that more of our local children enter kindergarten with the skills and knowledge to be successful.

Throughout this process, United Way staff provide the technical skills necessary to manage a grant of this size and duration. They work in close partnership with the members of the collaboration to ensure that the benchmarks of the grant are met and that services are coordinated. As the fiscal agent, they manage the individual budgets of the partners, submit budget modification requests, and complete reports, ensuring full compliance with the requests of the grantor.

United Way of Kaw Valley is a trusted local grant partner and provides the necessary skills and expertise to ensure accurate and effective grant management for us and for other key stakeholders.

Sincerely,

A handwritten signature in black ink that reads "Melissa Patterson". The signature is written in a cursive, flowing style.

Melissa Patterson M.Ed ECE
Director, Patterson Family Child Care Center LLC.

UWKV Pricing Proposal to administer City of Topeka Social Service Grant Funds

The following table details the pricing for delivery of the services outlined in this proposal. The yearly fee schedule is as follows:

Item Description	Price
Salaries (includes employee benefits)	
Phase 1: Implement RFP Process:	
• Grant Assistant- 520 hours at \$20.98 per hour	\$10,909.60
• VP of Community Impact- 69 hours at \$43.87 per hour	\$3,027.03
• Director of Community Impact – 70 hours at \$28.61 per hour	\$2,002.17
• Sr Director of Applications – 70 hours at \$28.03 per hour	<u>\$1,962.10</u>
Phase 1 Subtotal	\$17,901.43
Phase 2: Investment Panel Process	
• Grant Assistant – 520 hours at \$20.98 per hour	\$10,909.60
• VP of Community Impact – 70 hours at \$43.87 per hour	\$3,070.71
• Director of Community Impact – 69 hours at \$28.61 per hour	\$1,974.09
• Sr Director of Applications – 69 hours at \$28.03 per hour	\$1,934.07
• Volunteer Coordinator – 62 hours at \$20.98 per hour	\$957.90
• CEO – 10 hours at \$60.23 per hour	<u>\$602.30</u>
Phase 2 Subtotal	\$19,448.67
Phase 3: Oversee Grantees	
• Grant Assistant – 520 hours at \$29.98 per hour	\$10,909.60
• VP of Community Impact – 69 hours at \$43.87 per hour	\$3,027.03
• Director of Community Impact – 69 hours at \$28.61 per hour	\$1,974.09
• Sr Director of Applications – 69 hours at \$28.03 per hour	\$1,934.07
• CEO – 10 hours at \$60.23 per hour	<u>\$602.30</u>
Phase 3 Subtotal	\$18,447.09
Salary and Benefits Total	Total \$55,797.19
Technology	
• IT Services for Grant Assistant	\$2,016
• Computer Maintenance	\$1,337
• 1 Zoom Account	\$86.00
	Total \$3,439.00

Grant Management System (e-CImpact)	
- e-CImpact Subscription Plan for 75-99 agencies (50% of Cost) - Collaborator/Sub-Licensee Account (City of Topeka has a sub-licensee account with UWKV)	\$4,176 \$1,188 Total \$5,364.00
Food for investment panels	
Investment Panel lasts between 4-6 hours- Lunch, drinks and snacks are provided	\$200.00
Office Supplies – Paper for trainings and investment panels, markers, large post-it presentation notes	\$199.81
Total Costs -Not to exceed	
	\$65,000.00

Budget Narrative

UWKV projects that this will require six employees in varying roles to administer and oversee the City of Topeka Social Service grant funds for one year. This salary proposal is based on the estimated time that will be spent for each of the employees. Employee time will be tracked through UWKV payroll system by utilizing event codes.

UWKV contracts with an outside provider for IT Services. The amounts listed above would cover the costs for the Grant Assistant's IT services for one year. The additional \$1,000 is for computer maintenance as needs arise, such as upgrading to Microsoft Office 11 and other incidentals. The Zoom Account is for one license. Grant trainings are offered in-person and by zoom and are recorded and filed as resources in e-CImpact. Additionally, zoom meetings are requested to discuss/follow up with grant reports.

The cost for the grant management system will pay for a portion of our current fees associated with e-CImpact, including the additional cost to have the City of Topeka as sublicensee under our current contract. e-CImpact charges by the number of agencies utilizing the system. Due to the large number of agencies that apply for City of Topeka Social Service Grants, our subscription plan had to be increased to allow for 75-99 agencies.

Due to the anticipated volume of applicants, we anticipate the investment panel will take at least 4-6 hours. Due to this length of time, we will provide lunch for volunteers. The remaining dollars will cover the cost for snacks and drinks.

Office supplies include the cost of paper for various trainings and the funding recommendation/investment panels.