**REQUEST FOR PROPOSALS**

**SERVICE:** Financial Budgeting and Community Consulting Services for 2025 and 2026

**NOTICE:**

**DEADLINE: July 1, 2025 12pm via electronic submittal (information below).**

**PRIMARY CONTACT:** Ronald Burges, Board of County Commissioners Chair (contact information below)

***Request for Proposals for Consulting Services***

The Sedgwick County Board of County Commissioners (the County or BOCC) are accepting proposals for consulting services to assist in the evaluation of the 2025 budget, drafting of the 2026 budget for adoption by the BOCC, and ongoing consulting services for 2026 budget.

Proposals must be submitted electronically to Ronald Berges, Chair of Board of County Commissioners, at rberges@sedgwickcountygov.net no later than July 1st, 2025 at 12pm.

The BOCC may conduct interviews of the top-ranking proposals in order to make a final selection or make a selection without interviews based on the merits of the received proposals. The BOCC may also pursue any and all methods for selection that are available.

Any questions related to this solicitation may be directed to the Chair of the BOCC Ronald Berges at rberges@sedgwickcountygov.net.

Acceptance of any proposal submitted pursuant to this solicitation shall not constitute any implied intent to enter into an agreement for services. The County reserves the right to reject any and all proposals.

Dated: June 16, 2025

**Sedgwick County**

**Request for Proposals**

Sedgwick County is seeking an experienced and qualified consulting consultant to assist the following scope of work:

Phase 1: Budget and Finance Consulting 2025 Budget and 2026 Budget

1. Research and conduct assessment of 2025 budget and current financial position.
2. Meet with BOCC and County staff to get a better sense of budget issues and causes for the unexpected budget deficit in 2025.
3. Assess Outstanding Issues: Assess all outstanding issues and assist BOCC and County staff to move/work on those issues dealing with financial impacts.
4. Public Education: Hold a community meeting/s with the public to hear concerns and get sense of public issues in County.
5. Present 2025 Results: Review 2025 investigation with BOCC and County staff as necessary.
6. Start Budget Process for 2026: Begin and manage the 2026 County budget process including the drafting of the 2026 budget to meet budget deadlines and filings.
7. Present 2026 Draft Budget: October 2026 budget to BOCC.
8. 2026 Budget Adoption: Finalize and present final budget to BOCC for adoption in first part of December.

Phase 2

1. Provide continued support for BOCC and staff as needed for training and questions based on 2026 budget and any outstanding issues that BOCC may need assistance.
2. Phase 1 Budget Process for 2027: Repeat 2026 budget process with assistance to BOCC to lead the process.
3. Assess Technology: Assess all technology that may be needed for efficient management of the County with implementation by end of the year.

**Proposal Submittal**

Submissions shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the County. One (1) electronic copy of the proposal shall be provided.

**The proposal is due no later than July 1st, 2025 at 12:00 p.m. in electronic format to** rberges@sedgwickcountygov.net no later than July 1st, 2025 at 12pm

The proposal shall include the following:

1. **Introductory Letter.** The introductory letter shall name the person or persons authorized to sign contracts and represent the consultant in any negotiations.
2. **Information About Consultant.** Please provide the following:
	1. Name, address, phone number, and email of the firm/person which would be providing the service to the County as well as the location of the firm/person’s home office if other than the above.
	2. Number of years in business.
	3. Former names (if any).
	4. Discuss avoidance of conflict of interest.
3. **Project Team.** This section should provide information regarding the project individual or team who are likely to work on the project. Provide the names, resumes and roles of the project team, all key support professionals, and include applicable registrations where appropriate. Include a description of the team’s experience with comparable projects, including specific expertise in financial management and experience.
4. **Project Experience/References.** This section should provide information regarding the firm’s qualifications and experience in relation to the projects the RFP is intended to cover.
	1. Discuss firm’s/person’s qualifications to perform the work of the size and nature described in this solicitation.
	2. Provide specific qualifications to perform the general work described in this request including available resources, and recent, current and projected workload.
	3. Discuss similar services and provide references concerning past performance of projects, particularly for those related to small communities.
	4. Describe any special capabilities of your firm, such as special events management/development, branding/promotions for governmental agencies, etc.

Please provide a list of 3 clients of your company, preferably within the State of Colorado, who have used your services in projects similar to the Scope of Work identified in this solicitation. Describe the service provided, the approximate total cost and contact. Include the name, address and telephone number of the client’s contact person who is familiar with both the project and your role on the project.

1. **Cost Schedule.** Provide a schedule of costs for services that include the following:
	1. Company name and address
	2. Date that the cost schedule is valid (example: July 1, 2025 – Dec 31, 2025).
	3. Position titles
	4. Direct hourly rates for each position and the Not-To-Exceed Amount proposed (NTE). The NTE is required
	5. Multiplier (e.g. overhead)
	6. Non-Salary Costs (e.g. travel or mileage, printing, etc.)
2. **Conflict of Interest** Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for Sedgwick County and describe the possible extent of the conflict.
3. **Other Information.** Provide any other information deemed necessary to support the proposal.
4. **Questions**. Questions should be submitted via email to rberges@sedgwickcountygov.net. Answers will be returned via email to all interested parties within 2 business days.

**Clarifications**

The County reserves the right to obtain clarification of any point in the firm’s submittal or to obtain additional information necessary to properly evaluate the submittal. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the firm’s proposal. The County also reserves the right to reject any and all proposals as they see fit.