

Members of the public wishing to speak during Public Comment or on Items of Business must register with the County Clerk prior to the beginning of the meeting.

AGENDA

BOARD OF FRANKLIN COUNTY COMMISSIONERS Wednesday, Aug. 31, 2016 | 8:30 a.m.

TO BE HELD IN THE ANNEX COMMISSION CHAMBERS

A. CALL TO ORDER

B. ROLL CALL:

Waymire Howard Dunn Harris Renoud

C. PLEDGE OF ALLEGIANCE

D. INVOCATION:

1. Invocation Led By Pastor Kim Wilcox, North Baptist Church, Ottawa, Kansas.

E. CORRESPONDENCE & ORGANIZATIONAL BUSINESS

F. PUBLIC COMMENT:

A citizen desiring to speak on an item not on the agenda may do so at this time. Discussion is limited to five minutes and the Commission will not take action or discuss items at this time. Discussion should be limited to matters of County Commission business and public comment is not permitted in regard to personnel matters or on pending legal matters. Items introduced under '**Public Comment**' may become agenda items at a later date.

G. CONSENT AGENDA:

Items listed on the '**Consent Agenda**' are considered routine and shall be enacted by one motion of the Board of Commissioners with no separate discussion. If separate discussion is desired by a member of the Governing Body, that item may be removed from the '**Consent Agenda**' and placed on the regular agenda '**Items of Business.**'

1. Consider And Approve Franklin County Commission Meeting Minutes For July 27, 2016 And Franklin County Commission Meeting Minutes For August 24, 2016.
2. Consider And Approve Tax Change Orders.
3. Consider And Approve Minutes From Primary Election Canvass On Aug.

8, 2016.

4. Consider And Approve Payroll For The Pay Period Of July 21, 2016 Through August 20, 2016.

H. ITEMS OF BUSINESS:

1. Discussion Of Federal Site Review Of Title X Program. Midge Ransom, Health Department Director

Documents:

[2016 0831 title x site visit.pdf](#)

2. Consider Holding A Public Hearing To Vacate Neosho Road From The East Right Of Way Line Of Tennessee East. James M. Haag, Jr., Public Works Director

Documents:

[2016 0831 cv public hearing vacate neosho rd.pdf](#)

3. Review Of Request For Proposals For Organizational Assessment Of Franklin County Operations, Departments And Offices. Jon Holmes, Administration

Documents:

[20160825 ~ rfp organizational assessment agenda cover sheet.pdf](#)
[20160818 ~ organizational assessment request for proposals.pdf](#)

I. STAFF REPORTS

J. COMMISSIONER COMMENTS AND BOARD REPORTS

K. CONSIDER A MOTION FOR ADJOURNMENT

L. INFORMATION AND ANNOUNCEMENTS:

1. UpComing Events
 - Franklin County Offices Closed on Sept. 5, 2016 Observance of Labor Day.
 - Commission Meeting on Sept. 7, 2016 at 8:30 A.M.
 - Commission Meeting on Sept. 14, 2016 at 8:30 A.M.
 - Commission Study Session on Sept. 19, 2016 at 8:30 A.M.
 - Commission Meeting on Sept. 21, 2016 at 8:30 A.M.
 - Joint City/County/School Board Luncheon on Sept. 21, 2016 in Commission Chambers.
 - Commission Meeting on Sept. 28, 2016 at 8:30 A.M.

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Midge Ransom
Department: Health
Date: 08/31/2016

AGENDA ITEM NARRATIVE

Federal Site Review of Title X program

BACKGROUND

August 24 and 25 the health department received a federal site visit for the Title X Family Planning program in conjunction with an audit of the state project. Title X provides access to affordable reproductive life planning services through grants provided to the Kansas Department of Health and Environment which are passed to sub-recipients of which Franklin County Health Department is one. The state audit is completed every three years and site visits assist in informing the federal reviewers of areas for improvement and areas that are performed well. A summary of the initial findings will be provided.

SPECIFIC ACTION REQUESTED

ATTACHMENTS

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: James M. Haag, Jr.
Department: Public Works
Date: Wednesday, August 31, 2016

AGENDA ITEM NARRATIVE

Consider holding a public hearing to vacate Neosho Road from the East right of way line of Tennessee East.

BACKGROUND

The Board of County Commissioners set a public hearing for August 31, 2016 to accept comment on vacating Neosho Road from the East right of way line of Tennessee to the East.

SPECIFIC ACTION REQUESTED

Hold public hearing

ATTACHMENTS

None

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Jon Holmes
Department: Administration
Date: 8/8/2016

AGENDA ITEM NARRATIVE

Review of Request for Proposals for Organizational Assessment of Franklin County Operations, Departments and Offices.

BACKGROUND

An Organizational Assessment of Franklin County Operations, Departments and Offices has been budgeted for the 2016 County Budget. This RFP has been developed in order to procure these services.

This RFP is submitted for the review of the Commissioners, and approval to move forward with this project.

SPECIFIC ACTION REQUESTED

Motion to approve advertisement of Request for Proposals for Organizational Assessment of Franklin County Operations, Departments and Offices.

ATTACHMENTS

Request for Proposals for Organizational Assessment of Franklin County Operations, Departments and Offices.



Franklin County, Kansas Request for Proposals for: Organizational Assessment Of Franklin County Operations, Departments and Offices

NOTICE IS HEREBY GIVEN that Franklin County, Kansas is accepting sealed proposals for:

Organizational Assessment of Franklin County Operations, Departments and Offices

Bid/RFP Due Date: October 15, 2016

A. INTRODUCTION AND SUMMARY

Proposed Solicitation

Franklin County, Kansas, hereinafter referred to as the "County", is soliciting proposals from qualified consulting firms to perform an organizational assessment of the County's Departments and Offices.

Qualified firms, hereafter referred to as "consultant", which meet the requirements set forth in this Request for Proposal are encouraged to participate

General Overview of County Operations

Franklin County is a historic Kansas community located approximately 50 miles south of downtown Kansas City. With a population of over 25,000, the county is home to eight incorporated communities, with Ottawa, the largest community, serving as County seat.

Franklin County is a Home Rule governmental entity operating under KSA 19-101 and following. The County's governance is relatively unique to Kansas Counties; the governing body has 5 members, and employs a County Administrator to serve as CEO and oversee day to day operations in accordance with KSA 19-3a02 through 19-3a04, and Franklin County Resolution 05-127. The County's organizational structure includes 17 Departments and 5 elected offices (Organizational Chart attached) that provide a variety of services to the citizens of Franklin County. There are 86 job classifications in the current pay plan and 20 pay ranges. A comprehensive classification and compensation study was performed in 2014. In the RFP for that project, an alternate proposal for a work flow analysis/efficiency study was also considered, but ultimately, not approved to be completed. The Compensation study was completed and the consultant's recommendations have been implemented. The annual budget of Franklin County is approximately \$27 million.

More information about Franklin County can be found at: www.franklincoks.org

B. STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to invite interested vendors to conduct a comprehensive organizational, management and operational study of Franklin County's operations, departments and offices. Consulting services are sought to examine overall department and office operations; utilization and integration of technology; to evaluate management structure; and to identify methods to improve service levels, identify potential areas for consolidation or reorganization, in order to increase efficiency and effectiveness, and achieve cost savings for the organization.

C. OBJECTIVES AND DELIVERABLES

The Objectives and Deliverables of this organizational assessment is to:

- 1) Evaluate the current organizational structure
 - a. Provide assessment of organizational structure and functional area of responsibilities with regards to its compatibility for delivering responsive and efficient county public services.
 - b. Report on the feasibility (fiscally, legally, and practically) of consolidating operations within Franklin County, or to transfer any operations to other County Departments.
- 2) Evaluate staffing patterns of Departments and Offices
 - a. Evaluate the efficiency of Department operations relating to staffing, workload distribution, work flows, supervisory structure, allocation of resources, scheduling, and productivity.
 - b. Identify Staffing requirements, both current and future
- 3) Evaluate supervisory and managerial oversight of each Department and Office
 - a. Review and recommend appropriate levels of supervision / management to ensure optimal service delivery and appropriate levels of supervision of staff and operations.
- 4) Evaluate deployment and use of technology
 - a. Identify opportunities to streamline operations with the expanded use of technology through: consolidated services, and/or software vendors; enhanced utilization of on-line technology infrastructure; reduction in manual processes; or other cost efficient opportunities.
- 5) Provide the County with a comprehensive final recommendation and an implementation plan that includes:
 - a. Recommendations for efficient deployment of resources including staffing, and technology; improved work flows; opportunities for increased efficiencies in order to contain or reduce costs; enhancement of both internal and external customer service in a manner consistent with the changing and evolving long term goals and mission of the County.

- b. Recommendations will include projected cost savings, projected expense related to the implementation of recommendations, and/or additional training needed related to the implementation of recommendations.
- c. A summary of recommendations regarding improvement opportunities, increased effectiveness of the operation, reassignment of staff, reductions in force, modifications to processes or changes in job design and structure.
- d. Presentations to County staff and Governing Body of findings and recommendations.

D. SCOPE OF WORK

Consultant will work with the County Administrator, Human Resources Director, Elected and Appointed Department Heads and other appropriate County Staff in the achievement of these deliverables.

- 1) Successful proposals will provide project schedule, including key milestones, meeting dates, and work product. Updated project schedule may be required periodically during the project.
- 2) Proposals will also describe the methodology to be used to gather the appropriate information.
- 3) Proposers should also identify and quantify in terms of time, the nature and scope or services to be provided by County staff to assist in the project's completion.
- 4) Consultants may use or modify the County's proposed scope of work or propose an alternate scope with an explanation of why an alternate scope of work is proposed

E. ELIGIBLE PROPOSERS

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- 1) Are qualified to conduct business in the State of Kansas, Franklin County, and the City of Ottawa
- 2) If a corporation or limited liability company, it must be in good standing with the Kansas Secretary of State.

F. PRELIMINARY SCHEDULE

Release of Request For Proposals	September 01, 2016
Round 1: Questions about Proposals Due	September 09, 2016
Round 1: Written Responses from County Posted	September 14, 2016
Round 2: Questions about Proposals Due	September 20, 2016
Round 2: Written Responses from County Posted	September 23, 2016
Final Proposals Due	October 04, 2016

G. DEADLINE FOR SUBMISSION OF PROPOSALS

The original proposal must be provided in electronic PDF format via email or on thumb drives and must be received by 5:00 P.M., on Tuesday October 4th, 2016. Proposals must

be sent or delivered to:

Franklin County Kansas
c/o Jon Holmes, County Administrator
Franklin County Annex
1428 S. Main, Suite 2
Ottawa, KS 66067
administration@franklincoks.org

Timely submissions of proposals is the sole responsibility of the proposer. The County reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals received after the deadline will be returned unopened.

H. PROPOSAL REQUIREMENTS, EVALUATION FACTORS, AND SELECTION PROCESS

Any changes to this RFP by the County will be sent to each consultant or individual to whom an RFP has been sent. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

Any questions regarding the RFP must be submitted to the Franklin County, County Administrator's Office in writing. Questions will be posted on the County Website along with responses and shared with all parties expressing interest in the proposal.

The following information outlines the proposal requirements, evaluation factors, and the selection process. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein.

Portions of the RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award. The County reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to the RFP become the property of the County and will be a public record after the selection process is completed.

EACH PROPOSAL MUST CONTAIN THE FOLLOWING:

1) Cover Letter for the Proposal

A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include name, address, and the name, telephone number, number, and e-mail address of the person(s) authorized to represent the entity on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.

2) Project Understanding and Approach

Include a description of the consultants understanding of the work including critical and key issues and approach. Proposals shall contain a thorough explanation of the

work processes or steps that will be utilized to meet the above stated objectives and goals, as well as a detailed plan for engaging stakeholders in the process. The consultant will also present a timeline or schedule of activities from initial contact through final actions and wrap-up activities.

3) Proposer Experience Section

Each proposer shall furnish a narrative supported by relevant data and information regarding past experience with similar projects.

This should include:

- A list of up to five references/clients including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar services. Organizations and entities with similar complexity and size of Franklin County will be expected.
- Discussion of proposer's experience providing similar services to other municipal or county entities. Governmental entities within the state of Kansas are of particular interest.
- Introduction of proposer's key individuals that will be primarily responsible for providing the services detailed in their proposal. Resume's that include relevant project experience are required.
- Include specific experience in efficiency studies and performance reviews, and examples of demonstrable impact on organizations due to the work performed.

4) Term of Contract and Preliminary Schedule

The County is seeking to have the scope of services completed and delivery of a draft report and recommendation within ninety (90) days of the execution of the contract, and a final report and presentation within 120 days from the date of award.

5) Projected Costs and Proposed Services Section

Each proposer shall provide a detailed matrix of estimated costs to provide the services proposed. That matrix shall include:

1. Base Services Costs
2. Miscellaneous Expenses if expected
 - a. Travel
 - b. Per Diem
 - c. Photocopying
 - d. Incidentals
3. Additional services available and explanation of how those will be billed
 - a. Pre-Project meetings
 - b. Extra presentations
 - c. Follow up assistance
4. Consultant shall provide a sample invoice that would be used to report and bill work performed

I. PROPOSAL EVALUATION AND SELECTION PROCESS

The County will conduct a preliminary evaluation of all proposals submitted prior to the deadline to determine compliance with proposal requirements and mandatory document

submissions. The County reserves the right to request additional information to clarify the content of a proposal. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Proposals shall be evaluated per the following categories, scored, and ranked, and may include consideration of any or all of the listed factors at the County’s discretion.

Review of the submitted proposals will be completed by an ad hoc committee formed for such purpose.

Proposer qualifications, experience and demonstrated ability	20 Points
Overall Proposal Attributes including quality and responsiveness of proposal to the Goals and Objectives and Scope of Service detailed in this RFP.	35 Points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services requested.	20 Points
Service Factors including demonstrated plan of action, depth of services, hours/timeframes available, number of days to delivery of final product, guaranteed response times, responsiveness to County staff questions and inquiries and after study support.	25 Points

The selection committee may schedule discussions with Consultant regarding their proposals prior to a recommendation being delivered to the County Commissioners.

J. CONTRACT AWARD PROCESS

The Franklin County Board of County Commissioners retains the right to accept or reject the recommendations of County Staff.

It is recognized that the formal basis of any agreement between the County and the consultant is a contract rather than a proposal. In submitting price quotes, vendors must indicate that they are prepared to complete a contract containing all the information submitted in their price quote. The price quote will become part of the contract between the County and the successful consultant. It is encouraged that the consultant submit a sample contract that they have used in previous projects along with the RFP.

The proposer selected to perform the services outlined in this RFP will enter into an agreement, approved as to form by the County Counselor, directly with Franklin County.

The County reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the County reserves the right to reject that proposal. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFP, the County reserves the right to terminate the agreement.

K. GENERAL RFP AND COUNTY INFORMATION

A services contract will be negotiated between the successful proposer and Franklin County:

1) Rights to Submitted Materials

All quotes, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the vendor will become property of the County and a matter of public record.

2) Laws and Policies

In the performance of the services agreement, the selected entity must abide by and conform to any and all applicable laws of the United States, State of Kansas, Franklin County, and communities in Franklin County within which the activities occur.

3) Costs Incurred by Proposers

All costs of proposal preparation shall be the responsibility of the proposer. The County shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

4) Hard Prices

Prices quoted by consultants will be firm prices, not subject to increases during the term of the contractual agreement arising with the County as a result of this proposal. Consultant quoted prices shall include any applicable state and federal tax. Vendors are to stipulate the expiration date of their quoted proposal.

5) Additional Services

The general service requirements describe the minimum work to be accomplished. Upon final selection of the consultant, the scope of service may be modified and refined during negotiations with the County. Proposer is free to propose additional services relevant to the overall goal of this project and the costs associated with such.

6) General County Reservations

The County reserves the right to extend the submission deadline should this be in the best interest of the County. Proposers have the right to revise their proposals in the event that the deadline is extended.

The County reserves the right to withdraw this RFP at any time without prior notice. The County makes no representation that any contract will be awarded to any proposer responding to the RFP. The County reserves the right to reject any or all submissions.

If an inadequate number of proposals are received or the proposals received are

deemed non-responsive, not qualified, or not cost effective, the County may, at its sole discretion, reissue the RFP, or execute a contract with a vendor of their choice.

The County reserves the right to reject any and all proposals and the right to waive any informality when to do so would be advantageous to the County.

It is the intention and understanding of the County that the consultant/organization shall be an independent contractor and that the County shall be neither liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment. Consultant shall pay all income and other taxes as due.

It is recognized that consultant may or will be performing services during the term of the contract for other parties and that the County is not the exclusive user of the Consultant's services.

L. PROPOSER'S CONTACT FOR INFORMATION

The selected Consultant's principal contact with the County will be the County Administrator, who will coordinate assistance to be provided by the County to the Consultant. The Franklin County Administration Department's offices are located at 1428 S. Main Street, Suite 2, Ottawa, KS 66067.

Proposers may send written questions regarding the Scope of Work of the RFP to"

**Franklin County Kansas
c/o Jon Holmes, County Administrator
Franklin County Annex
1428 S. Main, Suite 2
Ottawa, KS 66067
administration@franklincoks.org**

**All questions must be submitted in writing and addressed to the County Administrator:
administration@franklincoks.org**