



## **City of Lenexa, Kansas Request for Qualifications**

### **Agencies to supervise defendants for Lenexa Municipal Court**

#### **I. CUSTOMER**

The City of Lenexa, Kansas is a local government entity located 12 miles southwest of downtown Kansas City, Missouri. The City's current population is estimated at over 50,000. The City operates under a Mayor-Council form of government with a City Administrator serving as the chief administrative officer of the City.

Lenexa Municipal Court handles traffic infractions, misdemeanors and violations of city code. In 2017, 8,558 charges were filed, with eight percentage being alcohol or drug violations.

#### **II. PURPOSE**

In order to promote the safety of the citizens of Lenexa and accountability of offenders, Lenexa Municipal Court currently utilizes local monitoring agencies to supervise offenders who are on probation or diversion. The agencies supervise offenders to ensure all Court-imposed requirements are met, and also strive to garner positive behavioral changes by addressing each offender's needs in a comprehensive manner.

The Lenexa Municipal Court wishes to expand its list of approved supervision agencies to help reduce barriers to service for defendants who reside outside of Johnson County. Therefore, this RFQ is limited to agencies with office locations in Wyandotte County.

#### **III. RESPONSE REQUIREMENTS**

Please be advised that responding to this RFQ in no way obligates the City to enter into an agreement with any agency, nor does it ensure any further business considerations by the City.

##### **A. Single Point of Contact**

The sole City contact for this RFQ is:

Nicole Armstrong  
City of Lenexa Municipal Court

Municipal Court Manager  
12400 W. 87<sup>th</sup> St. Parkway  
Lenexa, KS 66215  
[narmstrong@lenexa.com](mailto:narmstrong@lenexa.com)

**B. Summary of Information Requested**

1. Available services, including details on how services are made available to non-English speaking defendants, if applicable.
2. Office locations
3. Professional qualifications
4. Monitoring and treatment philosophy
5. Client evaluation process
6. Monitoring and treatment protocol
7. Costs to the client and to the court
8. Description of termination process

**C. Key Dates and Delivery Instructions**

1. Responses are due by 5pm Friday September 21, 2018. Responses may be submitted via email to [narmstrong@lenexa.com](mailto:narmstrong@lenexa.com) or via mail to the address above. Only one copy of the response is necessary.
2. Questions must be submitted via email to [narmstrong@lenexa.com](mailto:narmstrong@lenexa.com)