



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
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ADDENDUM #1
RFI #22-2071
AUTOMATED CASH PAYMENT SYSTEM

November 15, 2022

The following is to ensure that respondents have complete information prior to submitting a response. Here are clarifications regarding our request.

Questions and/or statements of clarification are in bold font, and answers to specific questions are italicized.

1. Are you looking for this kiosk to dispense cash back to jurors? Or are you looking for some sort of payment web portal to handle this?

We are looking for any solution to remit either cash or a voucher to receive cash. The method of dispensing will be provided by the respondents in their responses to this Request for Information.

2. Please provide volumes and annual dollar amounts. What is the average dollar amount per transaction?

For 2021, we had a total of 25,719 Juror/Witness payments totaling \$211,431.92. Average dollar amount has many variables.

3. Please provide the current process for issuing payments to witnesses and jurors.

From an Accounts Payable standpoint, we receive an interface file that is released the next business day and checks are issued to each citizen.

4. In what instance would a witness be paid?

Accounts Payable pays every witness on the interface file received.

5. Would this process include bail refunds and/or withheld property payments?

We have other one-time payments that go out but not for bail refunds.

6. What type of information does the county want to retain for each transaction?

We would like to keep all information regarding each transaction.

7. Please provide your monthly average operating balance.

Not available.

8. How did you envision a kiosk solving the need to pay witnesses and jurors?

The vision is that the juror or witness can be given a type of voucher that can be cashed.

9. Please provide your estimated monthly payments and the number of jurors/witnesses being paid.

These numbers vary from month to month, estimate of 3,171 payments totaling \$25,071.13.

10. What are the pain points of the existing system?

Volume of checks issued, return checks as undeliverable, and uncashed "lost" checks.

11. Is there a computer-based system that we would interface with to access information regarding payees and amounts due?

Our IT would have to provide a solution to this if we went this route.

12. Would you like the system to be all encompassing, where payee information is entered and/or imported into it?

Same as answer to question above.

13. If payments are made in cash, would you want to dispense notes and coins or just notes?

Notes and coins.

14. Does the county or state currently offer a payment card for other purposes, such as unemployment payments? If so, would it be feasible to dispense those cards as an alternative?

No payment card is currently offered for any kind of payment.

15. How many locations and/or kiosks do you expect to utilize?

If only for jurors/witnesses, then only one (1) location. For number of kiosks, we will decide that based on volume.

16. Are there any other processes, such as payments of fines that could be integrated into the kiosk to improve ROI for the project?

There is a possibility to incorporate other payments into this process if it goes well.

17. Have you defined any key measures of success yet?

Not at this time.

18. Is the county looking to only provide a cash payment solution?

We are open to any and all solutions.

19. Would the county consider a card payment?

Discussion of payment card was on the table previously, not sure if it is still a solution.

20. Would the county consider some other electronic payment mechanism?

Yes, if it would work without numerous processes.

21. Do the amounts vary or are the amounts all the same?

They vary.

22. Is the county open to extending the time and/or for allowing a conversation to better understand the request?

We are open to further discussion but the process starts with responders putting their suggestions in the Request for Information for initial review.

23. Does the county want this to be fully self-service by the juror or witness?

We are open to consider all solutions, this is probably at the top of the list.

Firms interested in submitting a response to this Request for Information, must respond with complete information by **or before 1:45 pm CST, Monday, November 21, 2022** to Joseph Thomas at joseph.thomas@sedgwick.gov.

Thank you.

Joseph Thomas

Joseph Thomas, CPSM, CPSD, C.P.M.
Director of Purchasing

JT/ch