



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #1
RFP #23-0021
ON-CALL MAILING SERVICES

June 20, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *On-Call Mailing Services* for various departments.

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

We are asking for some clarification under the section:

Optional Requirements

The county is also seeking a firm with the ability to include an opt in choice, within the mailing, for recipients to receive future mailings electronically, at the discretion of the department. In conjunction with the paperless sign-up, the firm would also need to manage and maintain large scale electronic mailings.

- 1. We fully understand that this is a Request for Proposal, so we will provide in our response the functionality of our service. However, with the vague description we would like to understand what a "perfect service" would look like for the participating department(s), or some minimum requirements that would satisfy the county's goals.**

The county is looking for a mailing vendor to mail out the request mailings annually and any additional ones that may arise by need, timely. Some departments have required mail dates and must have proof of mailing, a notarized affidavit, or similar. If the vendor can support electronic mailings and e-mails, we would want to know what options are available, what would be required from the county, and how it would work for the public. For example, for the County Clerk, the electronic mailing service would gather valid e-mail addresses tied to property identification number (PIN) and send electronic Revenue Neutral Rate (RNR) Truth in Taxation statements to subscribed customers and NOT mail to those recipients, realizing a savings of postage overall. Mail vendor would maintain the list and generate paper documents to any failed e-mail recipients.

- 2. Could you expand on what specific functions you would like the vendor to perform?**

See answer for question #1.

3. What data would you like vendor to host? Just e-mails and an associated identifier for following year hybrid distribution?

Yes, for the most part that will be the preference but it will be up to each specific department. For instance, the Appraiser's Office would like to have the vendor to host the e-mail addresses and use them yearly to e-mail their notices to property owners. Whereas the County Clerk would want to hold the owner and PIN info and note if e-mail failed and paper was mailed, as well as a complete batch file of generated docs for mailing/e-mailing as proof of files sent.

4. Do you want a gateway to allow pass-off to the proper county payment gateway or records site?

The county is not aware of any need for payment gateway since this would be a mailing and electronic mailing service.

5. Could you expand on any verification process you would like to see in place? For example, e-mail verification procedure, verification that person is owner of property or resides on property, is the registered voter, etc. or is the main goal an e-mail collection tool?

The county would like to see this as the ability to collect, verify, and send e-mails to property owners that subscribe to the service to receive their notifications via e-mail. The verification process can be an e-mail sent to the requested e-mail address with a box that the property owner would press to verify they have received the e-mail. If it was not responded to then the e-mail request would be voided, and a paper statement would need to be mailed.

6. Would you like to have e-mail come from Sedgwick County (like "Propertytax@sedgwickcounty.org") thus interaction with county IT Department?

This is unknown at this time, but the county may want to explore this possibility.

7. Would you like for users to have the option of both paper & paperless?

See answer to question #5

8. What format will files be sent to contractor in? For example, will they be sent in pdf format, excel, or csv format?

The files would be sent to the vendor in PDF format.

9. Will the contractor be expected to mail-merge the statements after names are presorted, or will they already be merged when files are sent to contractor?

The vendor would be required to group the statements based on department request into the smallest number of mail pieces. Departments may have different requirements outlined in their request for mailing.

10. Will the contractor need to do presorting for first class mailings? CASS Processing (zip + 4 encoding), sorting for automated mailings?

Yes, the vendor will be required to do any presorting required for the county to pay the lowest mailing cost allowed.

11. Will all mailings be mailed out at presorted First-Class rates, or full First-Class rates?

The county would prefer the presorted First-Class rates.

12. Define 48 hours within pickup days. Does this mean the pieces need to be processed, printed, inserted, and delivered to the post office 48 hours after receiving the files from Sedgwick County?

The 48-hour timeline would only apply if the vendor required the county to print statements prior to mailing. The vendor would have 48 hours to pick up the statements from the county. Mailing Dates would still need to be met as outlined by the departments as some departments have statutory mailing dates.

13. Please provide a clear definition for “After hours support for project requests”.

If issues were to arise, the vendor would be required to provide support for each mailing afterhours if needed at no additional cost to the county to make sure that timelines are met and statutory requirements are met.

Firms interested in submitting a **proposal or bid**, must respond with complete information and **deliver on or before 1:45 pm CDT, June 27, 2023**. Late **proposals** will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL/BID RESPONSE PAGE.”



Buyer Name
Purchasing Agent

JW/ch