



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

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

ADDENDUM #1

RFP #23-0053

**MANAGEMENT INFORMATION SYSTEMS (MIS) FOR
OLDER AMERICANS ACT (OAA) NUTRITION PROGRAMS**

August 11, 2023

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding the proposal for *Management Information Systems (MIS) for Older Americans Act (OAA) Nutrition Programs* for the *Department on Aging*.

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

1. Regarding document titled Agreement for Provision of Goods/Services sample contract, #23 Ownership of Data. All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by Contractor in relation to this Agreement shall be owned by County and shall be handed over and/or returned to county upon the expiration or termination of this Agreement.

The question: This states basically that the system will be owned by the county. Our system is a proprietary system that is a Software as a Service platform that is accessed by subscription that will not be owned by the county. Can this requirement be removed from the contract?

Answer – CPAAA will own any data transferred or collected during the use of the system. The county respects proprietary software and will make no claims.

2. Regarding document titled Agreement for Provision of Goods/Services sample contract, #24 Intellectual Property Rights. As applicable, all original software, software code, and/or intellectual property developed or created by County in relation to this Agreement shall remain the sole property of the County. Contractor shall surrender all original written materials, including, but not limited to any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, and any and all intellectual property to County upon the expiration or termination of this Agreement.

The question: This states basically that the system will be owned by the County. Our system is a proprietary system that is a Software as a Service platform that is accessed by subscription that will not be owned by the County. Can this requirement be removed from the contract?

Answer - CPAAA will own any data transferred or collected during the use of the system. The county respects proprietary software and will make no claims.

3. Regarding funding amount available. Is the total \$75,000 for development and subscriptions for the entire three (3) year term or is it the total for each year?

Answer - Yes, \$75,000 would be the total cost of the three (3) year agreement for development and subscriptions.

4. Regarding Scope of Work. If our SaaS product is missing any of the items or partial items in the Scope of Work do you allow for custom development? Are there more details of functionality requirements?

Answer - CPAAA will meet with the developers to discuss needed options within the software but we expect the provider to have established experience working with Older Americans Act Nutrition Programs.

5. What is the timeline for the system to be live?

Answer - We anticipate no later than January 1, 2024.

6. Regarding RFP Document. Appendix C ARPA link to pdf is broken Appendix C - ARPA <https://www.sedgwick.gov/media/62418/appendix-c-arpa.pdf>

Answer – Here is the correct link <https://www.sedgwickcounty.org/media/62418/appendix-c-arpa.pdf>

7. How many users will be online using the system at one (1) time?

Answer - There are currently five (5) different contracted providers who will need access to this system. Each provider will have a various amount of users utilizing the system simultaneously.

8. How many users will the AAA have and how many users will agency providers have?

Answer - There will be a need for approximately 11 administrators, 13 clerical support, 20 site coordinators, and 10 assessors. Of those total users, approximately two (2) of the administrators and three (3) of the clerical support will be AAA staff. We will also need a limited access mobile device system for approximately 100 volunteer users to record meal deliveries.

9. What is the data format and quantity of the existing data that must be migrated?

Answer - CSV would be the format used to migrate data. We have five (5) providers who have data that will need to be migrated and approximately 3,900 participant files between them. Data to be migrated will include client information, program/funding, and plan of care data.

10. How many users by role (administrators, supervisors, site coordinators, assessors, accounting, clerical support/data entry, volunteers/drivers, etc.) will access the solution?

Answer- There are currently user roles needed for approximately 11 administrators, 13 clerical support, 20 site coordinators, and 10 assessors. We will also need a limited access mobile device system for approximately 100 volunteer users to record meal deliveries.

11. Is the budget of \$75,000 anticipated to be an annual recurring budget, or is it intended to cover the entire three (3) year contract period?

Answer - \$75,000 is the anticipated budget for an entire three (3) year contract period.

12. Please provide additional expectations around “electronic real-time route tracking.” What business needs/use cases is the county trying to satisfy?

Answer - CPAAA considers “route tracking” to be a mechanism (such as a mobile app) for meal delivery volunteers to use when actually delivering meals to record each recipient’s meal delivery status in real-time at each stop (ex: “delivered, skipped/no show, cancelled,” etc.).

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, August 22, 2023**. Late *proposals* will not be accepted and will not receive consideration for final award.

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



Theresa Rhodes
Purchasing Agent

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