



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

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

ADDENDUM #1

RFP #24-0003

**FIRE AND EMERGENCY COMMUNICATIONS (PSAP)
POST INCIDENT ANALYSIS AND SYSTEM IMPROVEMENT SERVICES**

February 28, 2024

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for **Fire and Emergency Communications (PSAP) Post Incident Analysis and System Improvement Services**.

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

1. **Definition: System or Public Safety System:** A system of emergency services and first response agencies or organizations inclusive of law enforcement, fire services, emergency medical services, and emergency communications (911) services that protect the public from and/or function to stabilize and restore order and security following large scale threats, disasters, criminal activity, fires, collapses, medical emergencies, and certain other general community threats or concerns.
2. **Regarding the above-mentioned RFP, is the intent for the firm or firms to evaluate the Fire Department's tactical and operational response to this Fire and the PSAPs, plus evaluate the entire PSAP operations or is the intent for the firm or firms to create a post incident analysis on how the PSAP handled the incident and incidentally having to review the fire departments SOGs etc.?**

The intent is for the firm or firms to conduct a post incident analysis which includes an independent review of the fire incident (understanding and evaluating the origin, progression and outcomes of the fire) and an analysis of the system response, i.e. how each involved department (911 PSAP and Fire Department) handled the incident respectively, evaluating the PSAPs operational standards and response, and the Fire Department's operational and tactical response relative to their respective industry best practices. The review of agency policies and procedures is incidental to a system review that identifies gaps and deficiencies that affected the public safety system response and incident outcomes.

3. **On Page 6 Item III-3, asks for "...objective incident analysis,.." Does analysis include fire death causation, a review of the fire investigation as to cause, the coroner's findings and building/room burn modeling, as it relates to the incident timeline, given the following RFP criteria?**

The analysis includes an independent review of the fire incident (understanding and evaluating the origin, progression and outcomes to include coroner's findings and fire death causation) and an analysis of the system response, i.e. how each involved department (911 PSAP and Fire Department) handled the incident respectively, evaluating the PSAPs operational standards and response, and the Fire Department's operational and tactical response relative to their respective industry best practices. Proposers are encouraged to describe in detail a recommended approach to conducting a system review that identifies gaps and deficiencies that affected the public safety system response and incident outcomes.

4. Under Page 7, Item V scope bullets, there is no mention of these scope questions above, yet – on Page 8, Items B.5 & 6 require qualifications in “5. Provide proof of expertise and experience in fire protection engineering, including but not limited to thermodynamic / tenability modeling.” and “6. Provide proof of expertise and experience in fire investigation.”

Taken as a whole do these three (3) sections starting with the word analysis, require the in-depth knowledge and issues asked above?

It just requires that a firm or firms' level of experience is addressed in the proposal as it does speak to some of the criteria and scoring for granting an award.

5. **Do the agencies already have factual, and well documented interviews of all personnel in leadership or front-line action at the time of the incident? If so, is the scope expectation to use these and only verify as/if needed or if not, is the scope/cost expectation that all the operational personnel from all the responding agencies, specifically to include Sedgwick County Emergency Communications and the Wichita Fire Department, be interviewed?**

The expectation is to review all existing Emergency Communications, Fire, EMS, Police, District Coroner, and other documents and data relevant to the system response, and then verify as needed with follow-up discussions and interviews.

6. **Does the contractor's draft work product as to timeline, supporting agency digital records and personnel interviews, need to be at the level of rigor to meet the needs of litigation?**

The contractor's work product may be subject to subpoena to the extent allowed by law in the event of any future litigation, and the contractor's final report and recommendations document will be shared by the county and the city as a public record.

7. **Can a consultancy respond to part of this solicitation, but not others? Specifically, can a consultancy respond to the solicitation as it pertains to the Emergency Communications department but not to the actions of the fire service?**

There is no restriction on who may submit a proposal or the content of the proposal submitted. Proposals will be evaluated in accordance with the Evaluation Criteria set forth in Section VII (C.) Evaluation Criteria, and (B.) Minimum Firm Qualifications.

8. **Please confirm that bid/proposal bond or performance bond are not required. Section VII, B.10 states: “Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP,” but the RFP does not list any bond or escrow requirements.**

Bid/proposal bonds or performance bonds are not required.

9. **By what date does the county wish to have the Incident Analysis and Recommendations Report completed?**

As indicated in Section VII. (C.) (c.), firm or firms are asked to, “Clearly delineate a comprehensive project plan and timeline”. Sedgwick County would prefer a timely analysis, with an analysis and recommendations report within 90 days of award contract ratification, or as soon as practicable thereafter.

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm CST, Tuesday, March 12, 2024**. 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.”

Sincerely,

Joseph Thomas

Joe Thomas, NIGP-CPP, CPSM, CPSD, C.P.M.
Director of Purchasing

JT/ch