



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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REQUEST FOR PROPOSAL 09-0129 CONTRACTING SERVICES FOR SAP SECURITY WORK

April 28, 2009

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a consultant to provide services for SAP Security and Basis to help the County transition from its current security architecture to one that can benefit from the many features provided by SAP NetWeaver Technology.

Please carefully review this document. If your firm is interested in submitting a response commensurate with the instructions, terms, conditions, and requirements, as contained herein, 1 original and 3 copies of the attached *Proposal Response Form* with a comprehensive proposal must be completed and returned by **Tuesday, May 12, 2009, not later than 1:45 p.m. CDT**. Late responses will not be accepted and will not receive award consideration. The time stamp clock in the Purchasing Department will determine the time of receipt.

All questions regarding this document will be submitted in writing to Iris Baker, Purchasing Director, at ibaker@sedgwick.gov no later than noon (CDT), Monday, May 4, 2009. Any questions of a substantive nature will be answered in written form as an addendum and posted on the Sedgwick County Purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFP's/RFQ's; to the right of the RFP number and description, by Tuesday, May 5, 2009, 5:00 p.m. (CDT). **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation at the Sedgwick County Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, the successful proposer shall understand that portions (potentially all) of their proposal (including any final contracts) will become public record after acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of firms to handle this account and **will not** be shared with any other persons during the selection process.

Iris Baker, C.P.M.
Purchasing Director

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section, **not a bid/quotation** meeting firm specifications for the lowest price. As such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 57, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal.

2. BACKGROUND INFORMATION and OBJECTIVES

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 472,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,900 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The County has used SAP since 2002 for Financial Management and Human Resources. The current version is SAP ECC 6.0 and SAP NetWeaver BW 7.0. SAP Solution Manager 4.0 is also installed. The County has 450 professional and limited professional licensed users and 2,500 portal users. To extend SAP delivered features, the County also created 129 custom transactions and 422 custom programs. SU24 has not been used as part of security authorization practice in the County. 1,961 roles have been created to provide end users access to the systems for their performances of daily tasks, over 60% of those roles display yellow security check lights.

Broadly stated, the County's objective is to contract with an SAP Security Architect experienced in SAP R/3 and SAP NetWeaver security and SAP Basis to guide County staff through in its effort to enhance the County's current security design, execution and Basis operations. The deliverable is a security architecture supported by practices that are sustainable and auditable.

3. SEDGWICK COUNTY'S RESPONSIBILITIES

To assist the successful proposer(s), Sedgwick County will do the following:

- 3.1. Provide information as legally allowed, in possession of the County, which relates to the County's requirements for services listed herein.
- 3.2. Examine all studies, reports, proposals, and other documents presented/forwarded by consultant.
- 3.3. Designate a person to act in an oversight capacity with respect to the work to be performed under the Agreement for this project. Such person shall have the authority to transmit instructions, receive information, interpret and define the County's policies and decisions with respect to materials, equipment, elements, and systems pertinent to consultant's services.
- 3.4. Reorganize the County's SAP team to gain greater value from an integrated, Operating System and Database agnostic system.

4. SELECTION CRITERIA

The selection process will be based on the responses to this RFP. County staff will judge each response as determined by meeting the following criteria, ranked in no particular order:

- 4.1. Ability to meet all Request for Proposal conditions and instructions as outlined herein.
- 4.2. Qualifications of persons assigned to perform the specified and mandatory services as reflected by technical training and education.
- 4.3. Any specialized experience in providing required services.
- 4.4. Capacity to perform the services in the required time as reflected by workload and availability of adequate personnel.

- 4.5. Past performance with respect to quality of work and ability to meet deadlines for similar projects completed within the last 5 years.
- 4.6. Proposing the services described herein with the most advantageous and prudent methodology.
- 4.7. Overall quality and cost of the firm’s proposal.

Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

No negotiations, decisions, or actions will be initiated by any vendor as a result of any verbal discussion with any County employee during the proposal process. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services which best meets its required needs, budget constraints, quality levels, and expectations.

5. CONTRACT PERIOD and PAYMENT

An initial contractual period will begin following award and run through completion of project.

If through any cause, the successful vendor shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the successful vendor shall violate any of the covenants, agreements or stipulations of this contract, the County shall thereupon have the right to terminate this contract, by giving written notice.

Payment for services will be made from detailed invoices, tied to schedule milestones supplied by the successful vendor.

6. INSURANCE COVERAGE

The Provider shall provide a certificate of insurance naming Sedgwick County as an “additional insured” in the minimum amounts as specified herein. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The successful vendor shall furnish the county with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the county before work commences. Renewal of expiring certificates shall be furnished to the county 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	Form of insurance shall be by a
Comprehensive General Liability and Comprehensive Automobile Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00

7. INDEMNIFICATION

The successful vendor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers' Compensation Act, disability benefit acts or other employee benefits acts.

8. CONFIDENTIAL MATTERS and DATA OWNERSHIP

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

9. SOLICITATION AND HIRING OF EMPLOYEES

The successful proposer and the County shall enter into an Agreement that includes a non-hire clause. Under this non-hire clause, the parties shall agree not to solicit/hire, in any capacity whatsoever, any of the other party's SAP Security project employees or SAP Security project contractors presented during the term of the Agreement and for a period of one year from completion of project or termination of services. If either party violates this clause it will pay the other party 100% the hired employee's base salary plus benefits for the first year of employment.

10. SCOPE OF SERVICES

An SAP Security consultant recently completed a high level review of the County's basis security practices and provided findings and recommendations. The successful proposer will validate the findings and if true, will implement the recommendations. The following is a general outline of the type of work to be preformed by the successful proposer. Scope of Work listed below is based on the recommendations of the SAP consultant.

- 10.1 Perform security check on 129 custom transactions and 422 custom programs, adjust the components that don't reflect current best practices of SAP NetWeaver security.
- 10.2 Review current practice of Segregation of Duties (SOD) and implement new SOD practices using best practices delivered in SAP NetWeaver.
- 10.3 Develop and implement operating procedures surrounding the use of DDIC in a controlled environment.
- 10.4 Train a security staff who is independent from Basis and reports to the ERP Steering Team directly.
- 10.5 Guide the consolidation of DBA activities into Basis. Currently DBA is outside of Basis.
- 10.6 Provide training to the consolidated Basis Team.
- 10.7 Provide security guidance to the consolidation of Basis Team, Configuration Team and ABAP Team into one SAP operation controlled by the ERP Steering Team.
- 10.8 Perform a comprehensive evaluation of sensitive data embedded in SAP documents to ensure that current practices provide sufficient protection to the County.
- 10.9 Evaluate super user and developer access to Production, and make changes where necessary to ensure strict adherence to SAP best practice.

Due to the high level of consistency requirement for SAP Security Architecture work and capacity and resource constraints within Sedgwick County, it is the County's desire to work with only one person during the course of this

project. So firms responding to this request for proposal should consider this information when selecting the individual(s) proposed to provide the services outlined herein.

11. GENERAL REQUIREMENTS

This section lists the criteria to be considered in evaluating the ability of consultants interested in providing the services specified. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Consultants may propose methodologies which meet the spirit of the listed requirements, but should note that the proposed service which meets all, or most closely meets, the specifications will be recommended for award. Specific responses to each must be provided and it is expected that the successful proposer will meet or exceed these qualifications. Proposers will:

- 11.1. Provide a senior level consultant with a minimum 15 years experience in SAP, and specific experience in R/3, ECC 6.0, SAP NetWeaver BW 7.0 and a very strong basis background. Must have hands on experience in creating a security architecture that is sustainable and auditable.
- 11.2. Have proven experience in successful SAP Security and Basis implementations.
- 11.3. Provide services in accordance with all local, state, and federal laws, codes, or ordinances.
- 11.4. Be responsible for securing and maintaining any certificates, licenses, or annual inspections required by local, state, or federal authorities and will make copies available to the County, if applicable.

12. PROPOSAL CONTENT

Proposals received should reflect in detail their inclusion and the degree provided. The Proposal submission should be organized in the following format and information sequence:

- 12.1. Provide a description of your firm, its organization, size and nature of services available.
- 12.2. Provide information on the firm’s background, expertise, and qualifications, to provide the outlined services.
- 12.3. Identify the individual(s) and provide a description of qualifications and experience performing similar work for the individual(s) your firm is proposing to work on the project, include name, related experience, specialization, professional achievements, etc.
- 12.4. Provide four references for the proposed individual consultant that can attest to quality of work outlined in this document.
- 12.5. Discuss any current ongoing litigation, which may cause conflicts or affect the ability of the proposer to provide services.
- 12.6. Provide a schedule, from beginning to end and include milestones through completion of project, for which the vendor will be accountable through completion. Estimate number of hours needed for the project.
- 12.7. Provide a proposal fee based on an hourly rate. Provide a separate line item for travel expenses.
- 12.8. Provide a completed Proposal Response Form.
- 12.9. Provide any additional information relevant to expertise of the requested services that may assist the County in evaluating your proposal.

13. TENTATIVE TIMELINE

The following dates are provided for informational purposes and are subject to change without notice.

Request for Proposal Issued -----	April 28, 2009
Question Submittal Deadlin e-----	May 4, 2009
Addendum Issued, if necessary -----	April 29, 2009
Proposal Due Date -----	May 5, 2009
Proposal Evaluations, Interviews and Bid Board Recommendation-----	May 6 - 14, 2009
Bid Board Recommendation -----	May 14, 2009
Approximate Board of County Commissioners Award -----	May 20, 2009

14. PROPOSAL CONDITIONS

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
4. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
5. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
6. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
7. **Prices proposed may not be withdrawn for a period of 120 days following the opening of this Request for Proposal. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
12. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
15. If a response to this Request for Proposal is accepted, the responder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the responder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
16. Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
17. Time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
18. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
19. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.

20. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews, and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
21. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
22. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
23. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
24. Successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.
25. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**
26. Neither Agreements nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of the others.
27. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
28. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
29. No gifts or gratuities of any kind shall be offered to any County employee at any time.
30. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
31. Sedgwick County will accept responses transmitted via a facsimile to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)
32. The Proposer must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Iris Baker, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 660-7260.

End of section

15. PROPOSAL RESPONSE FORM (09-0129)

CONTRACTING SERVICES FOR SAP SECURITY WORK

The undersigned, on behalf on the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

FIRM NAME _____

CONTACT _____ E-MAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____

TAX PAYER I.D. NUMBER _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

COMPANY WEB SITE ADDRESS _____

TYPE OF ORGANIZATION: -Public Corporation -Private Corporation -L.L.C. -Partnership -Other

Indicate if a Minority Business _____(type)

Woman-Owned Business

Distributor/Dealer

Retail

Small Business

Manufacturer

Educational Institution

We acknowledge receipt of addenda: NO. __, DATED _____; NO __, DATED _____; NO. __,

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Dated _____