



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

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

REQUEST FOR PROPOSAL
#13-0063
REMITTANCE PROCESSING SYSTEM

November 8, 2013

Sedgwick County, Kansas (hereinafter referred to as "County") is soliciting proposals to purchase a remittance processing system for use by the Sedgwick County Treasurer's Office. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the services described herein.

Carefully review this document. If your firm is interested in participating in this selection process commensurate with the specifications, conditions, mandatory requirements, and instructions as contained herein, submit one (1) original, and one (1) electronic copy (Word or PDF) of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CST, December 10, 2013**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m., CST on the due date. No information other than the respondent's name will be disclosed at bid opening.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kim Evans at kjevans@sedgwick.gov and Jeremy Gibbs at jgibbs@sedgwick.gov. All questions must be submitted in writing by 5:00 p.m. CST, November 15, 2013. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by 5:00 p.m. CST, November 22, 2013. **Vendors are responsible for checking the web site and acknowledging any addendums in their response.**

Kim Evans
Purchasing Agent

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. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, 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. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service that best meets its required needs, quality levels and budget constraints.**

2. BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 470,000 persons. It is the sixteenth largest in area, with 1,009 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 3,000 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

In accordance with the technical specifications outlined herein, it is the intent of this invitation to receive a proposal for providing a replacement remittance processing system that will allow the Sedgwick County Treasurer's Office to continue current application technology for Check 21 electronic check image transmission; provide updated, more reliable image archival technology and allow much faster and more efficient use of operator time. Since the remittance processing system is such an essential element of our daily business, we must have reliable equipment, maintenance and support.

The Treasurer's Office currently uses an NCR ITran180 remittance processing system. It is used to encode, endorse, and image all checks that go through the office. This includes tax payments and other County office's daily deposits. All tax payment statement stubs are imaged for future research needs. We use the remittance processor during tax season to post large batches of tax payments through the cashiering system (Manatron GRM). Tax statements returned as undeliverable mail are also scanned through the RP and files are uploaded to the billing system to add notes to each account as needed. Currently, such images are stored on County owned servers.

The approximate volume of documents processed on the RP system is as follows:

- Checks only-348,909 per year (29,273 per month average)
- Statements only-382,100 per year
- Batch tax payments-10,000 per year
- Batch return mail-7,000 per year

3. OBJECTIVES

Sedgwick County Treasurer's Office desires to provide a significant improvement in daily/weekly operations by:

- Replacing aging Remittance Processing system,
- Reducing labor spent running batches,
- Procuring more dependable, efficient and faster equipment and technology,
- Obtaining the latest technology enabling electronic check image transmission; and
- Utilizing more dependable and efficient records archival technology, including the ability to scan and store documents on county owned servers.

4. DATA OWNERSHIP

The successful proposer agrees all data, records and information in whatever form, in the custody or control of Sedgwick County and the District Attorney's Office to which the successful proposer, its agents and employees and/or the software application that is the subject of this proposal obtain access, remains at all times exclusively the property of Sedgwick County and the District Attorney. The successful proposer agrees all such data, records and information constitutes at all times proprietary information of Sedgwick County and the District Attorney's Office. 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. Additionally, 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. Additionally, 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. Upon termination of any agreement hereunder, successful proposer agrees it will immediately cease use of and access to all Sedgwick County and the District Attorney's Office proprietary information. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County and the District Attorney Offices' proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information.

5. ESCROW OF SOURCE CODE

As a precondition of the agreement with the successful proposer, it and County must agree upon an acceptable escrow agent with whom to place the source code for any software provided by the successful proposer and any subcontractors as required. County will have the right at any time hereunder to obtain verification from such escrow agent as to placement of such source code (s). Such source code will not be placed with any different escrow agent without the prior written permission of County. Successful proposer will pay any and all fees or costs of any kind associated with placement and retention of the source code(s) with such escrow agent.

6. MINIMUM FIRM QUALIFICATIONS/GENERAL REQUIREMENTS

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Hold appropriate qualifications and/or credentials for the delivery of products/services specified and proposed.
2. Have the capacity to acquire all required bonds, escrows or insurances;
3. Have provided services similar to those specified herein for a minimum of five (5) years.
4. Maintain ability to provide ongoing services in the manner described within proposal response
5. Be registered to do business in the State of Kansas.
6. Provide any licenses and/or certifications required to perform services outlined herein.

7. TESTING AND PRODUCT DEMONSTRATION

This information is provided to assist participating firms in understanding the nature, scope and procedures of the testing phase of the project.

The county may request to test/demo the proposed product to determine

- Ease of use and handling
- Ease of repair and service
- Quality of components used.

Any requests for demonstration or testing will be at the vendor's expense. Sedgwick County will not provide compensation for any costs associated therein.

8. TENTATIVE TIMELINE

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

RFP Released	November 8, 2013
Addendum Questions due by 5:00pm CST	November 15, 2013
Addendum Released by 5:00pm CST	November 22, 2013
Proposal Responses Due by 1:45pm CST	December 10, 2013
Proposal Review	December 11, 2013-January 15, 2014
Bid Board Recommendation	January 16, 2014
BOCC Award	January 22, 2014

9. CONTRACT TERMS AND PAYMENT TERMS

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, and a support contract shall continue for a period of five (5) years. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as needed basis with Sedgwick County maintaining the final right of approval to determine applicability.

If through any cause, the successful firm shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the successful firm 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 a 30-day written notice. In the event of such termination for cause, the successful firm shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the termination of this contract.

10. INSURANCE REQUIREMENTS

Worker's Compensation:	
Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/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
Professional Liability	\$500,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker's compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. 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 Contractor to require that any and all approved subcontractors meet the minimum insurance

requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

11. INDEMNIFICATION

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

12. MINIMUM MANDATORY REQUIREMENTS

These guidelines are provided to assist participating firms in formulating a thorough response. The successful proposer will provide a solution which meets or exceeds the following requirements:

	Description	Comply? (Comments)
1.	Encoding Checks <ul style="list-style-type: none">• Auto Check Feed,• Check scan line must read: routing #, account #, and check #.	
2.	Endorsing Checks <ul style="list-style-type: none">• Endorsement must include bank account number and Sedgwick County Treasurer name	
3.	Imaging Checks <ul style="list-style-type: none">• Ability to retrieve and view check image by process date and amount of check.• System will be able to image the front and back of checks.	
4.	Imaging Statements <ul style="list-style-type: none">• Automatic feeder,• Ability to retrieve and view images by data on statement scan line: control number and dollar amount. System will be able to image the front and back of statements.	
5.	Batch Processing of Payments <ul style="list-style-type: none">• System shall encode, endorse, image and retrieve files as specified above.• Must be able to produce a file that can be exported via network to other county systems including Manatron GRM.• File must include data from statement scan line and data from check scan line• Remittance processor file must provide a batch number and sequence numbers for each export file.	
6.	Batch Processing of Return Mail Notes <ul style="list-style-type: none">• Read scan line and produce file containing data from scan line.• Must be able to produce a file that can be exported via network to other county systems including Manatron GRM.• Include auto-feeder.• Ability to identify the batch file with the appropriate mail	

	return code. <ul style="list-style-type: none"> Remittance Processor file must provide a batch number and sequence numbers for each export file. 	
7.	Backup <ul style="list-style-type: none"> Ability to archive via network to server 	
8.	Image Transport <ul style="list-style-type: none"> Must be Check 21 compatible. 	
9.	Support and Maintenance <ul style="list-style-type: none"> Must have a 4 hour response time on support calls Must have phone support between the hours of 8am-5pm Central time, Monday through Friday. Provide an implementation/cutover schedule. Describe your firm's quality control procedures. 	

13. DESIRED FUNCTIONALITY

1.	Ability to read hand marked check boxes. <ul style="list-style-type: none"> Tax statements have two boxes to be checked by payee; one for address changes and another for a receipt to be mailed. The ability for the RP to recognize any marks in these boxes and provide data in the file produced and uploaded to the county tax system. 	
2.	Ability to backup images to OnBase Imaging system for users who do research from personal work stations.	
3.	Ability for backups to be scheduled as desired by the county	
4.	Phone support to be provided between the hours of 8am and 6pm Central time, Monday-Friday.	

14. ADDITIONAL INFORMATION

- Describe in detail your RP hardware solution, which includes check endorsing, encoding and document imaging and archival capabilities. Include information regarding manual and auto document feed options. (Include any backup documentation that may be helpful to the team during the review process).
- Describe in detail your RP software solution (as per item 1 above).
- Describe any additional hardware (servers, computers) that would be required for solution. Note that the county may opt to buy hardware from other contracted computer hardware vendors.
- Please describe your training process. How much time does operator training take, when will it be offered during the implementation phase, and what kind of follow-up education, if any, is provided?
- What are the space requirements for the equipment being proposed?
- What is the noise level of the equipment being proposed?
- What electrical connections are necessary for the equipment being proposed?
- Describe any additional features your system can provide that was not outlined in this document. Propose itemized costs for all features on a separate pricing sheet.

15. REQUEST FOR PROPOSAL CONDITIONS

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

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
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. 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.
4. 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.
5. 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.
6. Proposals 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.
7. Proposers MUST return the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, 525 North Main, 8th Floor, Suite 823, Wichita, KS 67203, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt. Bids and Proposals will be opened and acknowledged at 2:00 p.m. the same day and location unless other specified.
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 and best 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 proposers cannot respond to any part of this request proposers should state the reason they cannot respond. Proposers may provide supplemental information, if necessary, to assist Sedgwick County in analyzing their 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 shall become binding for all terms set forth herein, when it is accepted by the service provider by acknowledgment or performance, and subject to the terms and conditions of the County to be memorialized by written agreement.
12. After the award, if the successful contractor/supplier refuses or fails to make deliveries of the materials/services 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 proposer 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. If a response to this Request for Proposal is accepted, the proposer 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.

15. Prior to a vendor being awarded a contract, 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.
16. Sedgwick County will not award to any vendor that is currently listed in the exclusion records of the SAM (System for Award Management) website maintained by the General Services Administration (GSA) or to any vendor presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
17. 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, 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.
18. 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.
19. Sedgwick County reserves 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.
20. 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.
21. 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.
22. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
23. Unless specified elsewhere in the document, all prices quoted must be F.O.B. Destination, Freight Prepaid and Allowed, which will include all delivery, handling, and any other charges related to delivery including surcharges.
24. The successful proposer 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. If the successful proposer is a business associate as that term is defined under HIPAA, the contract shall include the County's standard business associate addendum. A copy of that standard addendum is available on request.
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. The Proposer agrees to comply with K.S.A. 44-1030, and 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.
27. The successful proposer agrees all project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
 28. The successful proposer agrees all contractors/subcontractors performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities must comply with building guidelines/codes, and the 2010 ADA Standards for Accessible Design. Any violation of the provisions of the ADA or 504, or specification deficiencies, should be reported to the county's ADA coordinator. Failure to notify the county's ADA coordinator for remedy may be considered a breach of contract and may be grounds for cancellation, termination for suspension, in whole or in any part of the contract. All construction plans will have the county's ADA coordinator approval prior to beginning any work.
 29. Sedgwick County is desirous of allowing as many Kansas vendors as possible the opportunity to participate including minority men and women-owned businesses, and small businesses in the roles of providing goods and services to Sedgwick County. If your company does not fall into any of these categories, your efforts to contract with vendors who do fall into these categories are appreciated. Construction projects utilizing subcontractors requires a subcontracting worksheet. Contact purchasing department for details.
 30. 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.
 31. No gifts or gratuities of any kind shall be offered to any County employee at any time.
 32. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors.
 33. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

16. GENERAL CONTRACT PROVISIONS

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

17. PROPOSAL CONTENT AND FORMAT

Proposal(s) should be organized in the following format and information sequence:

Checklist

Use this checklist to ensure that all of the required documentation is in place before submitting a proposal.

Document/ Narrative Section

- | | |
|--|--------------------------|
| 1. Completed Proposal Response Form | <input type="checkbox"/> |
| 2. Firm and Reference Information | <input type="checkbox"/> |
| 3. Scope of Work | <input type="checkbox"/> |
| 4. Implementation Timeline | <input type="checkbox"/> |
| 5. Detailed responses to Sections 8-10, pages 4-5. | <input type="checkbox"/> |
| 6. Support schedule (with options and pricing) | <input type="checkbox"/> |
| 7. Detailed pricing with all items broken out | <input type="checkbox"/> |
| 8. Copy of sample contract language | <input type="checkbox"/> |

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The undersigned, on behalf of the Bidder , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid 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 bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

☐ Yes, I would like to be on the emergency vendor list. ☐

☐ No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____