



**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://www.sedgwickcountv.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL**  
**#15-0080**  
**ELECTRONIC PLAN REVIEW SOFTWARE**

October 2, 2015

Dear Vendors,

Sedgwick County is seeking an Electronic Plan Review software package for the Metropolitan Area Building and Construction Department (MABCD) and the Metropolitan Area Planning Department (MAPD). If your firm is interested in submitting a response please do so in accordance with the instructions contained within the attached Request for Proposal.

Kimberly Evans  
Purchasing Agent

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## **I. Purpose and Objectives**

Sedgwick County, Kansas (hereinafter referred to as “Sedgwick County” or “County”), is seeking a turn-key software package for use by the Metropolitan Area Building and Construction Department (hereinafter referred to as MABCD) and the Metropolitan Area Planning Department (hereinafter referred to as MAPD). The objective of procuring electronic plan review software is to enable internal and external stakeholders to review project plans and documents and collaborate together creating a more efficient process for all involved.

## **II. Submittals**

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and one (1) electronic copy of the entire proposal document with any supplementary materials to:

Kimberly Evans  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

**SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, OCTOBER 27, 2015.** 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.

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

## **III. About this Document**

This document is a Request for Proposal. It differs from a Request for Bid or 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 or 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 the product(s) and/or service(s), of which quality, testing, references, service, 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. 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 service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

## **IV. Background**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas’ 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 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 January of 2013, code departments from the City of Wichita and Sedgwick County merged to form the Metropolitan Area Building and Construction Department (MABCD). This department provides code plan review for all commercial projects in Sedgwick County and issues all residential & commercial building permits as well as all trade contract permits. Additionally MABCD licenses and certifies all building and trade professionals within the jurisdiction. The department currently requires architects and developers to submit 3 sets of building plans to review for proposed projects.

**V. Scope of Work**

The Contractor’s service must provide or have the capability to provide the following:

<b>Requirement Number</b>	<b>Business/Functional Requirement Description</b>	<b>Included</b>	<b>Not Available</b>	<b>Comments</b>
1.	Is the proposed solution web-based? If so, what 3 <sup>rd</sup> party plug-ins or appropriate software would be required to run (i.e. Java, Flash, )?			
2.	The proposed solution has a configurable workflow process that allows customization to the MABCD process.			
3.	Premise/Hosted-Is the solution an externally hosted solution or can the county host from internal servers.			
4.	The proposed solution should be able to show a proven integration with the county deployed Hansen 8.4.0 system.			
5.	The proposed solution includes a markup tool that can read from multiple formats.			
6.	The proposed solution includes a measuring tool for lines, polygons, area, square feet, etc. that is preferably auto-calibrated to the format/scale.			
7.	The proposed solution provides versioning support for multiple drawing submittals.			
8.	The proposed solution provides the ability to compare different versions and highlight changes from one version to another.			
9.	The proposed solution offers a checklist function for plan reviewers and customers.			
10.	The proposed solution has the ability to build multiple stamps and electronically stamp plans.			
11.	The proposed solution has the ability to remember zoom levels in the plan reviewer’s profile.			
12.	The proposed solution has list of comments/defects for each plan in summary form as well as inside the page of the plan.			

Requirement Number	Business/Functional Requirement Description	Included	Not Available	Comments
13.	The proposed solution integrates comments into a Correction letter.			
14.	The proposed solution will integrate with Code book.			
15.	The proposed solution provides the ability to add comments or notes.			
16.	"Take off" feature that counts items			

## **VI. Sedgwick County's Responsibilities**

The county will be responsible for:

- Providing a contact person within the county DIO-IT department for any work requirements involved in integrating the solution to work within the county environment.
- Providing a contact person within the MABCD/MAPD office for the duration of the project.

## **VII. Proposal Terms**

### **A. Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Kimberly Evans at [kimberly.j.evans@sedgwick.gov](mailto:kimberly.j.evans@sedgwick.gov) by 5:00 p.m. (CDT) Monday October 12, 2015. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <http://www.sedgwickcounty.org/finance/purchasing.asp>, under view current RFQs and RFPs to the right of the RFP number by 5:00 p.m. (CDT) Thursday, October 15 2015. Vendors are responsible for checking the web site and acknowledging any addendums on their response form.

### **B. Minimum Firm Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this RFP. Firms must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided as part of your response. Firms must:

1. Have the capacity to acquire all required insurances.
2. Have all the licenses and certifications necessary to perform the requested services.
3. Have provided products/services similar to those specified in this RFP, preferably for public sector entities, a minimum of 2 (two) years experience providing these services is required.
4. Provide contact name(s), title(s), qualification(s), phone number(s) and e-mail address(s) of lead professional personnel assigned to the county account.
5. Provide four (4) references verifying exemplary service. These references MUST have received services similar to those proposed under this RFP. Provide the business name, address, contact name, email address, phone number, length of service contract for each site, and a brief description of products/services provided.
6. Discuss any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the ability of the vendor to provide service(s) and/or product(s).
7. Wear company uniform or ID badge for identification purposes while on county property.
8. The county reserves the right to require background checks of any personnel assigned by the successful proposer to perform services under this contract.

### **C. Selection Criteria**

The selection process will be based on the responses to this *Request for Proposal* and any proposal review sessions. Vendors shall note that the lowest price proposed may not have a direct bearing on the final selection of a firm to provide the specified services. A committee comprised of members of the MABCD/MAPD, DIO-IT and the Purchasing Department, will judge each proposer's response as determined by meeting the following criteria:

1. Ability to meet all *Request for Proposal* Mandatory Requirements as outlined herein and the clarity, completeness and comprehensiveness of the proposal.
2. Proposing the products and services which will best address the county's objectives and Mandatory Requirements as set forth in this document.
3. Proposing the solution at the most advantageous cost to the county.

4. Provide references verifying exemplary service levels for similar services.

*The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/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.

**D. Request for Proposal Timeline**

The following dates are provided for information purposes and are subject to change without notice. Contact Kimberly Evans [Kimberly.J.Evans@sedgwick.gov](mailto:Kimberly.J.Evans@sedgwick.gov) or the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	<b>October 2, 2015</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>October 12, 2015</b>
Addendum Issued	<b>October 15, 2015</b>
Sealed Proposal due before 1:45pm CDT	<b>October 27, 2015</b>
Evaluation Period	<b>October 28-December 2, 2015</b>
Board of Bids and Contracts Recommendation	<b>December 3, 2015</b>
Board of County Commission Award	<b>December 9, 2015</b>

**E. Contract Period and Payment Terms**

A contract will be entered into upon approval from the Board of County Commissioners and signed legal contract. The contract will continue until all services are completed upon agreement of both parties. A maintenance contract will take effect following final completion of the project.

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted proposer to provide acceptable services and reports as delineated in the response to this document, or if determined that services can be provided by County or other sources.

**PAYMENT AND INVOICE PROVISIONS**

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

**F. Insurance Requirements**

<b>Worker’s Compensation:</b>	
Applicable State Statutory Employer’s Liability	
<b>Employer’s Liability Insurance:</b>	\$100,000.00
<b>Contractor’s Liability Insurance:</b>	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
<b>Bodily Injury:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Property Damage:</b>	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
<b>Personal Injury:</b>	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00

<b>Automobile Liability-Owned, Non-owned and Hired</b>	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
<b>Professional Liability</b>	\$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, workers' 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.

**G. 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 provider's 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.

**H. 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, plans 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, plans 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.**

**I. Proposal Conditions**

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

**J. General Contract Provisions**

[http://www.sedgwickcounty.org/purchasing/General\\_Contractual\\_Provisions\\_2015.pdf](http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2015.pdf)

### **VIII. Required Response Content**

All proposal submissions shall include the following:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm.
2. The names of the staff members who will work on the project, including a listing of their work experience on similar projects.
3. The firm's relevant experience on similar projects.
4. At minimum, four (4) professional references with addresses, telephone numbers, and email addresses of contact persons where similar work has been completed within the last three years.
5. A disclosure of any personal or financial interest in any properties in the project area, or any real or potential conflicts of interest with members of the Sedgwick County Board of County Commissioners or county staff.
6. A description of the type of assistance that will be sought from County staff, including assistance required from the county to lessen the costs of this project.
7. Detailed response to Section V. Scope of Work.
8. An estimated total project fee, as well as service hours, for the elements described in the "Scope of Work" section. The county reserves the right to negotiate the final fees and the proposed scope of work as deemed to be its best interest.
9. Service and support cost structure, provide options for normal business hours support (M-F, 8a-5p), emergency support rates and pricing for items such as on-site technical assistance, additional training beyond project implementation, hourly consulting rates after project completion, etc. Maintenance and Support structure should include a not to exceed percentage increase escalator, the county is desirous of a not to exceed 5% escalation schedule for the term of the maintenance agreement.
10. A tentative timeline that includes project milestones as well as a final completion date for the deliverables.
11. A signed Sedgwick County Non-Employee Information Technology Usage Agreement (found at the end of this document).



**IX. Proposal Response Form Page**

**REQUEST FOR PROPOSAL  
#15-0080  
ELECTRONIC PLAN REVIEW SOFTWARE**

The undersigned, on behalf of the Proposer , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting 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 Proposer is entered; (4) they have read the complete Request for Proposal and understands 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.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

LLC \_\_\_\_\_ LLP \_\_\_\_\_ Not For Profit Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman-Owned Business \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

**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](http://www.sedgwickcounty.org/finance/purchasing.asp) .

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

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 \_\_\_\_\_

# Sedgwick County Non-Employee Information Technology Usage Agreement

Anyone who is not a Sedgwick County employee that will access Sedgwick County information technology in the course of their work for Sedgwick County ("Non-employee personnel") are required to sign this document before accessing any Sedgwick County information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by Sedgwick County.

1. Non-employee personnel have no expectation of privacy in any electronic communications, use of Sedgwick County property, or Internet access. Sedgwick County reserves the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee personnel shall use only accounts authorized by the Sedgwick County Chief Information Officer (SCCIO).
3. Non-employee personnel may access only those resources for which they are specifically authorized.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following.
  - a. Passwords shall remain confidential.
  - b. Passwords shall be changed at least every 90 days.
  - c. Passwords shall be at least seven characters long.
  - d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, A, B, (ii) English lower case letters, a, b, (iii) Westernized Arabic numerals, 0,1,2, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
  - e. Passwords shall not contain your user name or any part of your full name.
  - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Non-employee personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Non-employee personnel may not leave their workstation logged onto the network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. All installed software must have been approved in writing in advance by the SCCIO.
9. Non-employee personnel shall execute only applications that pertain to their specific contract work.
10. Non-employee personnel shall promptly report log-on problems or any other computer errors to the Helpdesk (316-660-9811).
11. Non-employee personnel shall promptly notify the SCCIO if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the SCCIO.
13. Non-employee personnel shall not install or use any type of encryption device or software on any Sedgwick County hardware, which has not been approved in writing in advance by the SCCIO.
14. Non-employee personnel shall not attach any device to the Sedgwick County network or attach any device to any device attached to the Sedgwick County Network without prior written approval in advance from the SCCIO.
15. Non-employee personnel may not remove any computer hardware, data or software from a Sedgwick County building for any reason, without prior written approval from the SCCIO.
16. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Sedgwick County hardware.
17. Non-employee personnel shall not attach any network or phone cables to any Sedgwick County device without written approval from the SCCIO.
18. Non-employee personnel may not copy any data and/or software from any Sedgwick County resource for personal or unauthorized use.
19. Non-employee personnel may not utilize Sedgwick County computer systems or networks for any of the following reasons:
  - a. Game playing;
  - b. Internet surfing not required for their work activity;
  - c. Non-related work activity; or
  - d. Any illegal activity.
  - e. Downloading of files from non-County resources. If files are needed for your work, contact Sedgwick County DIO IT personnel.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the SCCIO.
21. Non-employee personnel may not give out any Sedgwick County computer information to anyone. Exception: other authorized non-employee personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media that does or did contain Sedgwick County data shall be erased or destroyed prior to disposal, according to existing Sedgwick County Standards..
23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the SCCIO. Non-employee personnel may not modify any Sedgwick County computer data without the written approval in advance of the data owner.
24. Non-employee personnel shall not attempt to obtain, use or distribute Sedgwick County system or user passwords.
25. Non-employee personnel shall not attempt to obtain or distribute door passcodes/passkeys to secured rooms at any Sedgwick County facility for which they are not authorized.
26. All equipment issued to non-employee personnel will be returned in good condition to Sedgwick County upon termination of the Sedgwick County/non-employee Personnel relationship.
27. Non-employee personnel may not use Sedgwick County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
28. Non-employee personnel are prohibited from causing Sedgwick County personnel to break copyright laws.
29. Use by non-employee personnel of any Sedgwick County information technology will acknowledge acceptance of the above-referenced policies. Any non-employee who violates any of these policies shall be subject to disciplinary action, including total removal from the Sedgwick County project as well as being subject to Kansas civil and criminal liability. Disciplinary action may include Sedgwick County requesting the non-employee be considered for demotion, suspension and termination.

Non-employee personnel <u>signature</u>	Date	Company/Agency name (Print)
Non-employee personnel <u>name</u> (Print)	Purpose (State the reason you are signing this form)	
Non-employee personnel <u>phone number</u>	Sedgwick County Sponsor & <u>phone number</u> (Print employee name and department)	